



**Position Title:** Part-Time College-wide Administrative Assistant, School of Education  
**Job Code:** 8104B **Grade:** HI  
**Reports To:** Department Chair **FLSA:** Exempt

**Job Description:**

The Part-Time College-wide Administrative Assistant provides support and assistance to the Department Chairperson of the Teacher Education program.

**Duties & Responsibilities:**

- Prepares and coordinates textbook orders for the department
- Assists the Chairperson with course schedules, ASTRA preparation, Odyssey enrollment monitoring and course staffing
- Contacts adjunct faculty before beginning of semester to confirm course assignment and ensure proper staffing
- Works with personnel within the department to identify supplies and equipment needs
- Supervises processing of grade changes
- Supervises final course records checklist implementation every term
- Supervises grade processing in ODYSSEY and record keeping in the department
- Supervises purge roll processing and class roll distributions every semester
- Ensures availability of academic forms for faculty (course schedule, program requirements, catalog, academic calendar, change of grade, etc)
- Assists the Chairperson with classroom changes and classroom equipment facilitator
- Performs other related duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Bachelor's degree in Education and three (3) years of administrative experience.
- All educational degrees must be from a regionally accredited institution
- Possess computer skills with proficiency in Excel, Word, Access, and Power Point
- Possess proven management experience
- Ability to respond to the needs of program participants
- Ability to work well with faculty and student support staff in a diverse, multicultural environment

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name