



Position Title: Part-Time College-wide Administrative Assistant, Virtual College

Job Code: 8104

Grade: HI

Reports To: Academic Director

FLSA: Exempt

Job Description:

The Part-Time College-wide Administrative Assistant provides support and assistance to the Academic Director of the Virtual College.

Duties & Responsibilities:

- Prepares and coordinates textbook orders for the Virtual College.
- Assists the Academic Director with course schedules, ASTRA preparation, Odyssey enrollment monitoring, and course staffing.
- Contacts adjunct faculty before the beginning of the semester to confirm course assignments and ensure proper staffing.
- Ensures accuracy & validity of course, faculty, course materials, web and Odyssey information on an ongoing basis.
- Supervises grade processing in ODYSSEY and record keeping in the department
- Ensures availability of academic forms for faculty (course schedule, program requirements, student evaluations, catalog, academic calendar, change of grade, etc).
- Manages distribution/collection of computer peripherals to adjunct faculty each semester.
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's degree and three (3) years of office experience or Associate's degree OR 60 credits & four (4) years experience.
- 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.

Signature

Date

Printed Name