

EXECUTIVE ASSISTANT I, ASSOCIATE VICE PRESIDENT OF ACADEMIC AFFAIRS

GENERAL STATEMENT:

Provide clerical support for the office of the Associate Vice President of Academic Affairs.

REPORTS TO:

Associate Vice President of Academic Affairs

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Three (3) years of office experience; Experience in an educational environment is preferred.

OTHER:

Good computer/word processing and typing skills; Good organizational and telephone skills; Ability to operate office equipment; Must have good public relations skills and the ability to work well with other employees.

DUTIES AND RESPONSIBILITIES:

- Serve as a general information stop for all needs in the Gibbs Academic Building (both to faculty and students).
- Maintain needs for copy machines and fax machine in the Gibbs Academic Building.
- Attend and participate in Division chair meetings in order to stay abreast of issues/needs to be handled in the Academic Education area.
- Build fall, spring, and summer schedules.
- Prepare and gather all inside general information for schedules for each semester.
- During the scheduling process, request and distribute print-outs as necessary.
- Print budget print-outs as needed for academic divisions.
- Type purchase orders for assistant vice president.
- Assist in figuring overload and part-time pay each semester for academic divisions.
- Input overload and part-time payroll list each semester for academic divisions.
- Run Special Assignment Agreement Forms each semester for each faculty member receiving overload or part-time pay for academic division.
- Keep copies of all academic syllabi on file.
- Receptionist for assistant vice president.
- Gather Developmental warning/drop information from instructors, research student information and input into appropriate databases.
- Send out developmental warning letters for fall and spring semesters to students not attending their classes.
- Send out developmental drop letters for fall and spring semesters to students who have missed over three weeks worth of their developmental class(es).
- Complete drop slip on specified developmental students. Send original to registrar and mail a copy to the student. If student lives on campus, notify vice president for student services of the drop.

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- * Meet with students questioning their warnings or appealing their drops to determine appropriate next steps. Then advise the students on the steps to take for resolution.
- * Research information needed for developmental appeals committee hearings.
- * Keep file of all developmental warning and drop notices each semester.
- * Responsible for ensuring that academic official rolls, graduate grade sheets, and final grade are turned in to the registrars by all Academic faculty.
- * Assist with the budgeting process each spring.
- * Assist the Institutional Research Office with completing the Faculty Evaluation process for TDCJ classes (distribute and then recollect evaluation packets).
- * Work with Academic Faculty/Division Chairs to ensure that Academic Syllabi are loaded to the TVCC website for each class segment each semester.
- * Work with Academic Faculty/Division Chairs to ensure that Faculty Vitae are completed and turned into the Vice Presidents office upon hire to be loaded to the TVCC website.
- * Work with Faculty/Division Chairs to ensure that Faculty Rosters are completed for each faculty member.
- * Work advisement step, class override decisioning and building out new sections during registration.
- * Keep academic grade books on file for one year.
- * Work with Developmental Education Coordinators to complete needs for special reporting as required by the THECB (DEPS reporting).
- * Other projects as assigned by the Associate Vice President of Academic Affairs or other appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- * Within the general range of an office environment.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 02/08/95

Revised: 08/24/2011

JD108