

**ADMINISTRATIVE ASSISTANT TO THE ASSOCIATE VICE PRESIDENT OF  
ACADEMIC AFFAIRS**

**GENERAL STATEMENT:**

Provide secretarial 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:**

- Build fall, spring, and summer schedules.
- Prepare and gather all inside general information for schedules for each semester.
- Proof schedules after layout by printer.
- 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.
- Type overload and part-time payroll list each semester for academic divisions.
- Type Special Assignment Agreement Forms each semester for each faculty member receiving overload or part-time pay for academic division.
- Prepare in-service folders for academic division chairperson's meetings.
- Gather office schedules for all Athens academic divisions each semester.
- Keep copies of all academic syllabi on file.
- Receptionist for assistant vice president.
- 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.
- Research information needed for developmental appeals committee hearings.
- Keep file of all developmental warning and drop notices each semester.

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- Responsible for getting all academic official rolls, graduate grade sheets, and final grade sheets to academic part-time faculty.
- Assist with the budgeting process each spring.
- Work advisement check step during registration.
- Keep academic grade books on file for one year.
- Other duties 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: 11/17/09*

JD108