

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; Associate degree preferred

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

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

OTHER:

Working knowledge of Microsoft Office including Word, Excel and Outlook; 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 questions and needs in academic affairs (both to faculty, staff, students and community members).
- Maintain copy machines, scantron machines, and work orders in the Gibbs Academic Building.
- Monitor and order supplies for Gibbs building (i.e. copy paper for both floors, Sam's order for break room, etc.)
- 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 for Athens academic courses as well as dual credit and TDCJ courses.
- Prepare and gather all inside general information for academic course schedules for each semester.
- During the scheduling process, request and distribute print-outs or electronic data, as necessary.
- Input and print budget accounts for all academic divisions.
- Prepare purchase orders and travel requests/reports for associate vice president.
- Assist in calculating overload and part-time pay each semester for academic divisions.
- Input overload and part-time payroll list each semester for academic divisions.
- Prepare, disseminate, and collect special assignment agreement documents each semester for each faculty member receiving overload or part-time pay for academic division.
- Assist all academic faculty with preparing/loading syllabi and vitae on TVCC website
- Work with academic faculty/division chairs to ensure that academic syllabi are loaded to the TVCC website for each class segment each semester.
- Keep academic grade books on file for one year.
- Serve as receptionist for associate vice president of academic affairs.

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- Direct academic students with concerns and complaints to appropriate person/department
- Keep file of all developmental warning and drop notices each semester.
- Ensure that academic syllabi, official rolls, special assignment agreements, and final grades are completed on or before the due date; notify faculty who do not meet deadlines.
- Assist the Institutional Research Office with completing the faculty evaluation process for all academic and TDCJ classes (distribute and then recollect evaluation packets).
- Work with academic faculty/division chairs to ensure that faculty vitae are completed and turned into the vice president's office upon hire to be loaded to the TVCC website.
- Work with faculty/division chairs to ensure that faculty rosters, hiring packets, and PARs are completed for each faculty member.
- Input transcripts for all academic faculty
- Work advisement step, class override decisioning and building out new sections during registration.
- Work with developmental education division chair to complete needs for special reporting as required by the THECB (DEPS reporting).
- Complete other projects as assigned by the Associate Vice President of Academic Affairs or division chairs as requested.

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: 12/10/14

JD108