

# Academic Assistant II

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## Job Description

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### Position Information

<b>Position Title</b>	Academic Assistant II
<b>Position Number</b>	ACADSUPP52*6620
<b>Department</b>	Dean of the College
<b>Reports to (Title)</b>	Supervisor, Academic Administrative Support

### Seated Employee

### Employee First Name

### Employee Last Name

### Job Summary

In three to five sentences, please briefly describe the job's primary purpose to the department.

### Job Summary

It is the goal of Grinnell College to create effective teams providing excellent support for the integration of technology into teaching and learning. The Academic Assistant works within the academic assistant team and with other staff across campus in providing this support. Academic Assistant's provide a wide range of technical and administrative office support, which includes, but is not limited to, supporting department guests and faculty recruiting, scheduling rooms, processing course readings, keeping websites updated, and serving as a technical resource person for software, hardware, and file storage.

### Position Summary Information

<b>Select the level of education needed to successfully accomplish the essential duties of this job.</b>	High school diploma or general education degree (GED)
<b>If a specific degree, certification, license, or registration is necessary, please list.</b>	(Microsoft Specialist) certification in Word, Excel, Outlook, and PowerPoint preferred.
<b>Select the level of experience needed to successfully start the position and accomplish the essential duties of this job.</b>	Three years or more
<b>Preferred Qualifications</b>	<p>Bachelor's degree preferred.</p> <ul style="list-style-type: none"> <li>* Must have strong customer service skills and be able to work effectively in a team environment.</li> <li>* Ability to work with a high degree of accuracy, minimal supervision, and frequent interruptions.</li> <li>* Ability to prioritize multiple tasks is essential, as are excellent oral and written communication, and time-management skills.</li> <li>* Accurate composition, editing, and proofreading skills with an emphasis on grammar and punctuation.</li> </ul>

- \* Willingness to learn new proficiencies to accommodate evolving technologies.
- \* Solid problem-solving skills.

<b>FLSA Category</b>	Non-Exempt
<b>Staff/Faculty</b>	Staff
<b>Employment Status</b>	Full-Time
<b>Employment Category</b>	Regular
<b>Essential Staff (emergency situations)?</b>	No
<b>On-Call?</b>	

### Essential Responsibilities

List the job's most important responsibilities. There are probably no more than six of these. Also indicate the approximate percent of time spent on each job function. (Note: Do not record how the job responsibilities are carried out.)

*Essential Responsibility percentage of time needs to equal 100%*

<b>Responsibility</b>	Schedule and maintains a list of Music Department events with Conference Operations systems. Create and design posters and programs for Music Department events. Submit programs to ASCAP and BMI for royalty rights. Archive posters and programs electronically and in paper format with the College Archivist. Work with Music Department faculty to gather event poster and program information and set deadlines. Circulate a weekly newsletter during peak performance times.
<b>Percentage Of Time</b>	35
<b>Responsibility</b>	Assist faculty and teaching staff in fulfilling their academic, research, and service responsibilities. Examples include processing accessible electronic course reserves, scheduling practice rooms, and making arrangements for department guests . Serve as communication liaison on and off campus. Utilize electronic resources and tools to facilitate classroom teaching.
<b>Percentage Of Time</b>	25
<b>Responsibility</b>	Coordinate with appropriate Communications staff to assure that web content complies with standards established for the college and are compatible with existing capacities and architecture as well as planned system enhancements. Coordinate with SharePoint administrators in ITS, faculty, and staff to maintain intranet sites appropriate to the Music Department.
<b>Percentage Of Time</b>	10
<b>Responsibility</b>	Coordinate Applied Music Associate (AMA) program.Oversee orientation for new AMAs, coordinate space use for lessons, assist and answer student questions about program and instructors. Act as liaison for adjuncts with the Music Department and other offices on campus. Arrange overnight lodging.
<b>Percentage Of Time</b>	10
<b>Responsibility</b>	Manage day-to-day office responsibilities. Serve as an information resource for visitors. Supervise student office assistants. Coordinate electronic building access and key distribution.
<b>Percentage Of Time</b>	15
<b>Responsibility</b>	Support faculty recruiting and hiring process. Assist search committee with online application system. Plan and coordinate all aspects of initial and on-campus interviews.
<b>Percentage Of Time</b>	5
<b>General Responsibilities</b>	

**General Responsibilities**

- (1) Maintain regular attendance in accordance with department policy.
- (2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.
- (3) Understand and comply with the policies of the College Staff Handbook.
- (4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs.
- (5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals.
- (6) Protect confidentiality of College information.
- (7) Provide leadership to others through example and sharing of knowledge/skill.
- (8) Communicate with others in a courteous and helpful manner.
- (9) May be asked to fill positions considered essential during weather emergencies or other events requiring special staffing.
- (10) Perform other duties as assigned.

**Supervisory Responsibilities**

**Does this job have supervisory responsibilities?**

Yes

**If yes, then check all that are supervised by this position.**

**Supervise Student Staff**

Yes

**If you supervise student staff, enter approximately how many and the total hours? (e.g., 2 students/XX hours)**

1-2; 10 - 20 hrs/week

**Supervise Non-Exempt Staff**

No

**If you supervise non-exempt staff please enter the number.**

**Supervise Exempt Staff**

No

**If you supervise exempt staff please enter the number.**

**Select the level of supervision that this position provides.**

Supervise/manage/direct the selection, training, development, appraisal and work assignments of personnel.

**Supervision Received**

**Select the level of supervision that this position receives from their supervisor.**

Direction: receive guidance with respect to general objectives; in the majority of tasks and projects assigned, determine methods, work sequence, scheduling, and how to achieve objectives of assignments; operate within specific policy guidelines.

**Computer Operations**

**Please check one of the following**

Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.

**Travel**

**Please check one of the following**      No travel required.

**Essential Function Analysis**

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

Essential functions are those functions that individual must be able to perform either unaided or with the assistance of a reasonable accommodation. A job function may be considered essential if it meets one of the following criteria:

- the position exists for performance of the function;
- a limited number of employees can perform the function, and it, therefore cannot be reassigned;
- the function is specialized and requires certain expertise to perform it.

Many jobs will also have marginal functions. Marginal functions are those that may be performed by the position but are not tasks critical to job success, can be completed in a number of ways by a variety of people, and are not the primary functions for which the position exists.

**Mental/Cognitive Requirements**

How much on-the-job time is spent in the following mental/cognitive activities? Show the amount of time by checking the appropriate boxes below.

**Analyzing information or data**                      1/3 to 2/3

- Essential or Marginal?                      Essential

**Effective communication skills**                      Over 2/3

- Essential or Marginal?                      Essential

**Composing & comprehending communication materials**                      Over 2/3

- Essential or Marginal?                      Essential

**Establishing effective interpersonal relationships**                      Over 2/3

- Essential or Marginal?                      Essential

**Adjusting to changes (work load, environment, department structure, etc.)**                      Over 2/3

- Essential or Marginal?                      Essential

**Using logic to define problems, collect information, establish facts, draw valid conclusions, etc**                      1/3 to 2/3

- Essential or Marginal?                      Essential

**Making decisions of moderate to substantial consequence**                      1/3 to 2/3

- Essential or Marginal?                      Essential

**Performing mathematical calculations**                      Under 1/3

- Essential or Marginal?                      Marginal

<b>Editing reports or technical materials</b>	1/3 to 2/3
- Essential or Marginal?	Essential
<b>Planning and organizing (work load, schedules, events, etc.)</b>	Over 2/3
- Essential or Marginal?	Essential
<b>Handle stressful, emotional and/or frustrating situations</b>	Over 2/3
- Essential or Marginal?	Essential
<b>Working with numerous distractions</b>	Over 2/3
- Essential or Marginal?	Essential
<b>Working under a time pressure and within timelines/deadlines</b>	Over 2/3
- Essential or Marginal?	Essential
<b>Coordinating work with others</b>	Over 2/3
- Essential or Marginal?	Essential
<b>Handling multiple assignments and priorities</b>	Over 2/3
- Essential or Marginal?	Essential
<b>Completing work in an accurate manner</b>	Over 2/3
- Essential or Marginal?	Essential
<b>Concentrating - maintaining attention to details and task</b>	Over 2/3
- Essential or Marginal?	Essential
<b>Memory functions (remembering names, details and procedures)</b>	Over 2/3
- Essential or Marginal?	Essential

**Physical Requirements**

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

<b>Remaining in a stationary position</b>	1/3 to 2/3
<b>Traverse/move locations</b>	Under 1/3
<b>Ascend or descend between floors</b>	Under 1/3
<b>Reach with hands and arms</b>	1/3 to 2/3
<b>Ascend or descend ladder</b>	None
<b>Position self to access small or restricted spaces</b>	None
<b>Communicate or exchange information</b>	Over 2/3
<b>Detect specific flavors or odors</b>	None

Does this job require that weight be moved or force be exerted? If so, how much and how often? Check the appropriate boxes below.

<b>Weight lifted or force exerted: up to 10 pounds (with or without assisted device)</b>	1/3 to 2/3
<b>Weight lifted or force exerted: up to 25 pounds (with or without assisted device)</b>	Under 1/3
<b>Weight lifted or force exerted: up to 50 pounds (with or without assisted device)</b>	Under 1/3
<b>Weight lifted or force exerted: up to 100 pounds (with or without assisted device)</b>	None
<b>Weight lifted or force exerted: more than 100 pounds (with or without assisted device)</b>	None
<b>Please check one of the following</b>	Light physical activity performing non-strenuous daily activities.
<b>Does this job have any essential vision requirements? Check all that apply.</b>	Close vision (clear vision at 20 inches or less), Color vision (ability to identify and distinguish colors)

#### Work Environment

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

<b>Wet or humid conditions (non-weather)</b>	None
<b>Extreme cold (non-weather)</b>	None
<b>Extreme heat (non-weather)</b>	None
<b>Outdoor weather conditions</b>	Under 1/3
<b>Work near moving mechanical parts</b>	None
<b>Work in high, precarious places</b>	None
<b>Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)</b>	None
<b>Toxic or caustic chemicals</b>	None
<b>Work with explosives</b>	None
<b>Risk of electrical shock</b>	None
<b>Vibration (i.e. operating jackhammer, impact wrench)</b>	None
<b>Risk of radiation</b>	None
<b>Confined Spaces</b>	None
<b>Please check one or more of the following locations where this job</b>	Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.

would work

**How much noise is typical for the work environment of this job? Check the appropriate level below.** Moderate noise (examples: business office with computers and printers, light traffic)

**Additional Information**

**Include any other physical, mental or environmental information that will aid in the preparation of an accurate description of this job.**

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**Position Documents**

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No documents have been attached.