Academic Assistant II

Job Description

Position Information

Position Title	Academic Assistant II
Position Number	ACADSUPP83*4137
Department	Dean of the College
Reports to (Title)	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	Under general direction, provides advanced administrative/academic support for faculty. Performs advanced, diversified and confidential administrative duties requiring broad and comprehensive experience, skill and knowledge of organization policies and practices. Administers programs, projects and processes specific to the departments served. Requires the ability to exercise independent judgment and employ basic reasoning skills. Requires both inside and outside contacts of a non-routine nature, and may require a high degree of tact, diplomacy and judgment.

Position Summary Information

Select the level of education needed to successfully accomplish the essential duties of this job.	High school diploma or general education degree (GED)
If a specific degree, certification, license, or registration is necessary, please list.	Knowledge and capabilities normally acquired through completion of a bachelor's degree and/or equivalent combination of education and experience.
Select the level of experience needed to successfully start the position and accomplish the essential duties of this job.	Three years or more
Preferred Qualifications	Microsoft Office Specialist Certification in Word, Excel, Outlook, and PowerPoint preferred. * Must have strong customer service skills and be able to work effectively in a team environment. * Ability to work with a high degree of accuracy, minimal supervision, and frequent interruptions. * Ability to prioritize multiple tasks is essential, as are excellent oral and written communication, and time-management skills. * Accurate composition, editing, and proofreading skills with an emphasis on grammar

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

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

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%

Responsibility	Assist faculty and teaching staff in fulfilling their academic, research, and service responsibilities. Examples include composing and editing documents for classes and research materials, and general correspondence. Serve as communication liaison on and off campus. Utilize electronic resources and tools to facilitate classroom teaching.
Percentage Of Time	60
Responsibility	Coordinate and assist with all aspects of meetings, special projects, events, and conferences.
Percentage Of Time	5
Responsibility	Manage day-to-day office responsibilities. Serve as an information resource for visitors. Supervise student office assistants.
Percentage Of Time	10
Responsibility	Support faculty recruiting and hiring process. Assist search committee with on-line application system. Plan and coordinate all aspects of initial and on-campus interviews.
Percentage Of Time	10
Responsibility	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.
Percentage Of Time	5
Responsibility	Serve as backup support for Academic Support Assistant position(s).
Percentage Of Time	10
General Responsibilities	
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 to 2
Supervise Non-Exempt Staff	Yes
If you supervise non-exempt staff please enter the number.	X
Supervise Exempt Staff	No
If you supervise exempt staff please enter the number.	
Select the level of supervision that this position provides.	Supervise work through the planning and scheduling of work, and the review and approval of tasks.

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	Intermediate personal computer skills, including electronic mail, 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
Editing reports or technical materials	1/3 to 2/3
- Essential or Marginal?	Essential
Planning and organizing (work load, schedules, events, etc.)	Over 2/3

- Essential or Marginal?	Essential
Handle stressful, emotional and/or frustrating situations	Over 2/3
- Essential or Marginal?	Essential
Working with numerous distractions	Over 2/3
- Essential or Marginal?	Essential
Working under a time pressure and within timelines/deadlines	Over 2/3
- Essential or Marginal?	Essential
Coordinating work with others	Over 2/3
- Essential or Marginal?	Essential
Handling multiple assignments and priorities	Over 2/3
- Essential or Marginal?	Essential
Completing work in an accurate manner	Over 2/3
- Essential or Marginal?	Essential
Concentrating - maintaining attention to details and task	Over 2/3
- Essential or Marginal?	Essential
Memory functions (remembering names, details and procedures)	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.

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

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

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.

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

Position Documents

No documents have been attached.