

Warren Wilson College

POSITION TITLE: Administrative Assistant for the Office of Academic Affairs

REPORTS TO: Vice President for Academic Affairs & Dean of the College

DEPARTMENT: Academic Affairs

FLSA STATUS: Exempt

POSITION SUMMARY:

Oversees the management and administration of the Office of Academic Affairs, the largest department at Warren Wilson College. Responsible for numerous College and departmental procedures and processes. Responsible for coordinating faculty recruitment.

SPECIFIC RESPONSIBILITIES:

1. Directly assists the Vice President for Academic Affairs and Dean of the College in her or his day to day activities.
2. Manages procedures for new and special topics courses.
3. Manages the faculty extended contract review process. Maintains records for the faculty extended contracts process.
4. Responsible for drafting, interpreting and implementing policies and procedures of the Office of Academic Affairs. Communicates academic policies and procedures to faculty, staff, students, and parents.
5. Responsible for coordination of faculty recruitment; provides support to faculty search committees; arranges candidate travel, accommodations and schedules; responds to inquiries and issues from search committees and candidates.
6. Access Academic Affairs and departmental budgets online to review weekly reimbursement requests to monitor and track expenditures, and assign missing account numbers. Research and resolve payroll and reimbursement issues for regular and adjunct faculty.
7. Create and route adjunct faculty contracts for approval; track total expenditure.
8. Serves as confidential liaison between the Dean and faculty, staff, students, and public. Coordinate office communication networks and activities; greet visitors, take calls, answer questions, take messages, route calls.

9. Train, supervise and evaluate the work of student crew member(s). Number supervised varies with work needs.
10. Coordinate and maintain confidential faculty file system.
11. Coordinate procurement and return of faculty and staff commencement regalia, recruiting and supervising a team of volunteers.
12. Performs other duties as assigned.

WORKING CONDITIONS:

Office environment

QUALIFICATIONS:

1. College degree and five years experience in a comparable position, including prior experience in office management; knowledge of human resources practices and procedures and experience in an academic setting highly desirable. Master's degree preferred.
2. Ability to function independently with minimal supervision. Excellent decision making skills, discretion and diplomacy.
3. Strong interpersonal skills; ability to communicate effectively, courteously, and work well with faculty, staff, students, and general public. Perseverance and a sense of humor are useful.
4. Basic computer knowledge; excellent writing and proofreading skills.

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