



**JOB TITLE: Administrative Specialist to Academic Deans: JOB CODE: Hourly
Arts & Sciences and Career & Workforce Education**

Department Name: Academic Affairs
Reports To: Deans of A&S and Career & Workforce
Location: Mt. Pleasant and Harrison Campus

EX/NE: Non - Exempt
Pay: Grade 4, Per ESPA Agreement
Last Revised: May 2018

POSITION SUMMARY:

Mid Michigan College seeks individuals who: value collegiality and mutual respect; use data in decision making; are innovative; are service minded; are goal oriented; strive to continually improve themselves and their work processes; are willing to collaborate and seek to add value in every interaction.

Provides secretarial/administrative support associated with the Academic Deans, Perkins Grant, and faculty at both the Mt. Pleasant and Harrison locations. Will also provide support to the Associate Dean of Off-Campus Instruction and Dual Enrollment and the Perkins Grant

ESSENTIAL JOB FUNCTIONS:

1. Greets incoming visitors; screen and respond to incoming department phone calls; walk-ins; email; U.S. mail. Serves as a point of contact for students and faculty regarding matters related to the Division of Academic Affairs. Assists students and faculty in understanding college policies and procedures.
2. Schedules and assists with division meetings and completes check requests as needed.
3. Provides administrative support for academic committees, including taking meeting minutes and maintaining the committee's formal documentation.
4. Provides administrative support to faculty: maintains faculty mailboxes, maintains faculty office and classroom supplies, records faculty absences and notifies students of cancelled classes by emailing students and posting to the College website, room scheduling, Scantron usage, copy codes, assists with campus-wide meetings, and other general assistance.
5. Provides support to Academic Deans for faculty hiring processes and faculty onboarding.
6. Assists the Academic Deans in monitoring low enrollment course sections, informing instructors and students of course section adds, cancellations, or changes.
7. Analyzes operating practices, revises established procedures, and creates new systems that work to benefit the Academic Division.
8. Contributes to the schedule building process and enters data into Colleague.
9. Enters full-time and part-time faculty course assignments.
10. Participates and collaborates with the Administrative Assistant for Academic Affairs on special events including Honors Convocation, Commencement, and other Mid events.
11. Works as an effective team member and supports other staff members in Academic Administration as needed, and acts as a substitute during absences.
12. Collaborates with the Academic Affairs Administrative Assistant to meet division goals.

13. Provides support to the Perkins Grant application, PROE1 by verifying forms, updating information, tabulating results, collecting and maintaining time and activity sheets, uploading and downloading information for the State of Michigan, and keeping Perkins equipment list updated for the State and College business office.
14. Provides administrative support to all Advisory Committees in Arts and Sciences and Career and Workforce Education.
15. Provides administrative support to all Perkins-related and Academic Advisory Committees.
16. Performs other duties as assigned.

BACKGROUND AND JOB REQUIREMENTS:

Knowledge, Skills, Abilities:

- Ability to communicate effectively and relate to others in a positive, professional manner.
- Ability to work in high volume, high traffic, office setting.
- Strong coordinating and prioritizing skills.
- Ability to work in a collaborative and positive manner.
- Computer skills including word processing, spreadsheets, and web posting abilities; ability to use Ellucian or other scheduling software.
- Ability to take initiative to ensure successful and timely completion of tasks and projects.
- Ability to troubleshoot and improve office processes and procedures.
- Strong detail orientation to ensure accuracy of tasks and projects.
- Ability to represent department and serve customers with a level of professionalism consistent with frontline position expectations.

Education, Certification, Licensure:

- Associates Degree required.

Experience:

- One to two years of previous office/secretarial work experience is required.
- One year of work experience in a college environment is preferred.

WORKING ENVIRONMENT:

- The job responsibilities of this position are performed in an office building environment located in Mount Pleasant and Harrison, MI. Travel between campuses will be expected.
- There may be occasional travel to other college locations for meetings.
- There may be occasional travel for conferences/training.
- Duties are performed in an independent and team atmosphere. Continuous collaboration with team(s) and supervisor(s) will occur.
- The job requires minimal physical exertion, such as walking, standing, stooping, bending, climbing, lifting material or equipment, some of which may be heavy or awkward (5- 25 pounds).
- Minimal discomfort due to heat, dust and noise may occur.
- Typical work schedule is 1st Shift 8:00am – 4:30pm with flexible or extended hours as approved by the Deans of Arts & Sciences and Career & Workforce Education.

Note: This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.

Employee Signature: _____

Date: _____