

JOB DESCRIPTION

Administrative Assistant to the Dean of the School of Education

- Perform general office duties as required by the Dean to include, but not limited to:
- Completing reports, requests, record keeping, copying, requisitions, pay orders, financial forms, writing routine correspondence, ordering supplies, problem solving, etc.
- Send out rollover list of previous year's semester course schedules; work with department chairs to organize and submit to the Registrar course schedules for Fall, Spring, and Summer semesters; make corrections to the schedule as requested by adding, deleting, or changing courses, and reassign rooms, etc.; locate and reserve classrooms outside Lowrey Hall for the overflow; assign classrooms by developing room charts for Lowrey Hall; keep master copy of schedule and report to department chairs with copies as requested.
- Use Banner, Slate, and requested computer programs along with assistance of other personnel to organize data, compile and submit reports following Dean's approval.
- Assist with paperwork and approval processes requiring Dean signatures.
- Assist the Dean and School of Education with special projects, and serve as a representative in recruiting and other school related events.
- Compile, organize, and enter enrollment data reports and other material as needed by the Dean.
- Welcome and greet visitors to the Dean's office. Make Dean's appointments and assist with her schedule.
- Assist students; complete overrides to permit students to register; direct students to appropriate university offices and personnel.
- Answer telephone inquiries about School of Education, and direct students to appropriate faculty and university offices.
- Take minutes recording procedures of School of Education and other meetings, compose minutes for the approval of the Dean, and distribute these to appropriate parties.
- Maintain personnel folders of School of Education faculty and staff including copies for each of travel signed, correspondence, and additional forms.

- Collect School of Education Flower and Gift monies from faculty and staff; send flowers, gift cards, memorial gifts, get well and sympathy cards, etc. for the School of Education.
- Serve as Lowrey Hall Building Manager reserving classrooms for meetings and dissertation defenses, etc.; making requests for maintenance; serving as the emergency manager during bad weather; etc.
- Plan, conduct, and act as hostess for various special occasions such as Homecoming receptions, etc. Have plaques engraved.
- Assist with Honors Day awards and procedures.
- Coordinate planning meetings and data for CAEP, CACREP, and other accreditation visits.