

Qualifications for Administrative Assistant, Department of History and Political Science

Position Summary: The Administrative Assistant provides clerical and administrative support for the chair and the faculty in the Department of History and Political Science.

Essential Responsibilities:

Clerical / Workflow

- Create and edit departmental-related correspondence as requested
- Create agendas for, attend, and take minutes at departmental meetings and other committee meetings as needed
- Ensure all forms and documents are submitted to Academic Affairs and Human Resources for adjunct instructors and new hires
- Maintain files of class syllabi for department; schedule, gather and process student evaluation data each semester; arrange proctors as needed for evaluation process and be willing to serve as a proctor when necessary
- Gather and archive student information (such as contact information, plans post-graduation, alumni contact info) for majors and minors; coordinate potential major/minor information; establish and maintain student advisee folders in accordance with university standards
- Maintain office communication with wider campus and community (bulletin boards, social media, press releases)
- Inventory, order, and maintain departmental and office supplies

Reception

- Greet students, prospective students, and visitors to the department; provide information and make referrals as needed
- Retrieve and distribute (or forward) to appropriate faculty any incoming mail, e-mail, and/or voicemail; prepare outgoing mail and packages, departmental e-mails, and voicemail responses
- Answer and direct incoming calls to appropriate parties or take messages

Managerial

- Manage the overall day-to-day administrative operations of the History department
- Monitor physical spaces associated with History department and report any improvements or repairs to building manager
- Oversee office budgets for assigned funds and areas associated with History department
 - Request and reconcile purchasing cards' transactions monthly
 - Prepare requisitions for purchase orders/disbursement requests through Banner; process check requests/deposits for payment and reimbursement
 - Assist with the preparation of expense and travel expense reports
 - Manage time sheets and payroll information
- Coordinate servicing of office equipment with appropriate offices on or off campus
- Hire, schedule, train, and supervise student workers

Faculty Assistance

- Assist faculty in arranging meetings, contacting students, keeping accurate and up-to-date computer files, placing library and bookstore orders, ordering desk copies of textbooks for professors, providing secretarial support for administrative duties connected with departmental needs, and ordering and scheduling standardized tests and evaluations – e.g., SIR-II, Proficiency Profiles, CSS, ACAT
- Prepare, scan, and copy course materials for faculty
- Help faculty sponsors for student organizations/societies maintain active membership lists and coordinate correspondence to students and national offices as requested
- Assist faculty as needed with any special projects related to departmental, university, or professional duties

Administrative Assistance

- Assist with Preview Days, Summer Orientations, and Registrations
- Assist with compilation of Annual Report and Annual Assessment reports
- Assist department chairperson with providing for departmental guests (faculty search processes, lectureships, visiting scholars) including hotel accommodations, airline reservations, scheduling interviews, and room and catering reservations
- Work with department chair in organizing departmental awards for Homecoming and Honors Day; facilitate and coordinate annual lectureships or special events
- Other responsibilities as directed by department chairperson

Qualifications	Required	Preferred
Education	Associate’s Degree	Bachelor’s Degree
	Field of Study = open	Field of Study = Humanities
Experience	3 years of relevant work experience	5 years of relevant work experience
Other	Excellent oral and written communication skills	Capable of anticipating needs of departmental chair
	Composition and typing with appreciation for accuracy and attention to detail	Willingness to participate in professional development and continuing education activities
	Knowledge of Microsoft products; spreadsheet experience	Familiarity and experience with social media (Facebook, Twitter, Instagram, etc.) in a professional capacity
	General office skills	
	Ability to learn and adapt quickly	
Sensitivity for confidentiality of materials/information processed		