Administrative Assistant and
Coordinator of Student and Support Services
Department of Psychology

POSITION SUMMARY:

The Administrative Assistant provides services to the students, faculty members and others in order to support the daily operations of the Department of Psychology. The Administrative Assistant will supervise student workers and report to the department chair. The Department of Psychology offers an undergraduate psychology program.

ESSENTIAL FUNCTIONS:

- Greet students and prospective students, provide information and make referrals as needed by telephone and email, as well as in person in the departmental office
- Attend and maintain minutes of faculty meetings, program coordinator meetings, and other formal meetings of the department
- Submit purchase orders, work/maintenance orders, and business reports and monitor the budgets of the department
- Supervise student workers and actually assist in typing, duplication, printing, emailing, filing, and other routine matters requested by faculty members of the department
- Ensure coverage of the departmental office from 8:00-4:30 daily
- Producing documents, data, and reports in support of ongoing evaluation and accreditation efforts including, but not limited to student and faculty member evaluations, assessment plans and reports, surveys, and SACS assessment projects
- Maintaining paper and electronic copies of key department documents including, but not limited to course syllabi, schedules, applications for admission, oral comprehensive examinations, and bookstore orders
- Planning and organizing department functions including advisory board meetings, site supervisor training, Psi Chi meetings, honors convocation, graduation and other events in conjunction with the Dean's office and other relevant offices at Mississippi College
- Maintain liaison and information exchange between the department and other offices on the Mississippi College campus and off-site teaching/advisement locations

OTHER RESPONSIBILITIES:

- Provide technical assistance in Microsoft office applications or arrange assistance and consultation with experts on campus

- Assist in the development of documents and reports in support of professional service activities of the department chair and faculty members
- Assist with student advisement and orientation as needed
- Assist the chair with the daily operation of the department by maintaining effective email and telephone contacts with faculty members, program coordinators and stakeholders
- Perform other services in support of the department, school, or university as delegated by the chair or dean

Responsibilities for the Coordinator of Student and Support Services for the Doctorate in Professional Counseling Program:

1. Establish databases for current and future applicants and matriculants in DPC program for ongoing recruitment, retention, follow-up and research processes

2. Ensure accurate records for transfer and substitution courses from previous graduate coursework

3. Works with DPC Program Coordinator and serves as liaison to the Graduate School and Enrollment Services, as well as other university offices

4. Schedule defenses of Projects Demonstrating Excellence

5. Assist program members with development of DPC website, online course portal, and online courses, working with vendor and university IT staff members

6. Serve as contact person for student training and problem solving in accessing online, hybrid, and traditional courses

7. Participate in orientation for new DPC students and family members providing information and links for financial aid, housing, transportation, churches, childcare, community service, recreation, healthcare and other components of comprehensive graduate student services

8. Provide consultation and support services for DPC students needing help with learning resources and research tools including SAGEfulltext and PSYCHinfo

9. Provide effective and timely responses to all queries related to DPC program implementation and daily operations

Reports to:
Chair of the Department of Psychology

FSLA Status: Non-exempt