

**ADMINISTRATIVE ASSISTANT  
DEPARTMENT OF ART  
JOB DESCRIPTION**

**Receptionist Duties**

- Respond to phone inquiries and direct department visitors to the correct contact.

**Secretarial Duties**

- Receive and distribute mail. Maintain faculty / adjunct / GA mailboxes.
- Record minutes at all art faculty meetings and archive them in the Art Office (hard & soft copy).
- Coordinate and assist with the training of departmental faculty. Note: *This includes the new policies and procedures as well software issues that need to be addressed by all faculty.*
- Maintain the Department Faculty Workroom, *Kenneth M. Quinn Library* and the Department Office. Note: *Keep them cleaned, organized, and in good working order.*
- Gather and turn in timesheets for faculty, student workers and student models.
- Disburse and gather textbook orders each semester.
- Compile student information for orientation and advisement.
- Process new advisees.
- Record and document faculty, adjunct, and TA absences from class. Notify students prior to classes missed.
- Maintain Course Syllabi. Syllabi are housed in 3 locations: online, in the Faculty work room (hard copy), and on the H:/ drive.
- Work with Registrar's office on class schedules and Chair requests for Special Project and Field Studies CRN's.
- Assist students with schedules and registration issues such as overrides and conflict in classes.
- Co-ordinate orders of desk/review copies of textbooks for faculty and adjuncts.

**Computer Skills**

- Update the new department website as needed. Note: This includes new syllabi, faculty information, and dates for exhibitions and news.
- Design and update the Aven 400 hallway TV monitor with current Art department news, events and information - Powerpoint.
- Operate *Banner, App. Extender, Argos, Persona, and Career-Link* in the completion of Departmental duties.

**Financial Duties**

- Work with the chair to oversee and maintain the department S&E budget.
- Oversee student lab fees, scholarship and endowment transactions.
- Review, code and submit department VISA statement.
- Request and submit Purchase Orders for office and classroom supplies and equipment.
- Complete pay orders and petty cash forms.

**Student Worker Responsibilities**

- Hire, train and supervise student workers.
- Maintain time sheets for all student workers.
- Create job descriptions for student workers and post new jobs on Career-Link.

- Locate and process *models* for the dept. Note: *Models are student workers that pose for drawing and painting classes.*

### **Assessment & Annual Report Duties**

- Oversee Department Comment boxes; type and categorize comments for assessment. Relay actions taken by posting them for student review.
- Prepare and proctor SIR II Student Evaluations of faculty. Type and categorize student comments and prepare them for the Assessment Report.
- Assist in gathering information for the Department Assessment Report.
- Assist in gathering information for the Department Annual Report.

### **Other Duties**

- Meet the department needs of the faculty and adjuncts. Note: *This may be providing office supplies or helping disperse art lab fees.*
- Coordinate special cleaning projects, equipment moves, HVAC and building repairs with appropriate housekeeping and maintenance personnel.
- Assist the Chair in archiving student graduates and awards. Note: *Plaques and photos are maintained in the Quinn Library.*
- Assist the Chair in renovating classrooms and updating space as needed in the department.
- Locate space, furniture and equipment for offices for new faculty members or move offices as needed.
- Assist with receptions at the Gore Gallery as needed.
- When critical, shop locally for supplies and equipment requested by the Chair. Note: *Occasional trips to Walmart and Home Depot are necessary, for example.*
- Attend Staff Meetings on a monthly basis. Also attend Staff Club.