

BURMAN UNIVERSITY  
**JOB DESCRIPTION**

<b>JOB TITLE</b>	Administrative Specialist
<b>DEPARTMENT</b>	Academic Administration
<b>CATEGORY</b>	<input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Salary
<b>REMUNERATION SCALE</b>	Individual Contributor 3
<b>REPORTS TO</b>	Vice President for Academic Administration
<b>LAST REVISED DATE</b>	April 29, 2024

**POSITION SUMMARY**

To provide administrative support for the academic program.

**ESSENTIAL JOB FUNCTIONS**

- Coordinate the organization of the senior class in fall and work with the class executive through to graduation
- Coordinate all aspects of the graduation weekend, including development of all programs, events, arrangements with speakers, etc.
- Coordinate the Faculty Excellence Awards nominations process
- Maintain faculty resumes for self-studies
- Assist with producing new-program proposals for the CAQC
- Collect annual faculty reports and professional activities data, maintain records and coordinate interviews
- Coordinate the rank and tenure promotion/new faculty hiring process, and maintain records
- Coordinate the terms of office process for faculty deans and department chairs
- Maintain faculty office assignments and records
- Send memos and reminders to faculty throughout the year
- Guide Faculty/Schools Admin Assistants to prepare contract instructor contracts, maintain records, and see the contract process through to payroll
- Assist with the hiring and mentoring process of new faculty and maintain and update the New Faculty Orientation Binder for distribution
- Send Academic dismissal letters on behalf of the Academic Committee and upload letters into CAMS for record keeping
- Assist the VPAA with faculty summer load agreement process
- Assist with retention/advisement process; summarize and report data
- Coordinate retention project (purple folder) for summer
- Maintain Academic office budgets, reconcile on a monthly basis and submit budget projections to the VPF several times a year
- Record, approve, and process all faculty PD, FDR and RESEARCH accounts, reconcile monthly and balance these accounts at the end of each fiscal year
- Update and maintain various Academic financial spreadsheets and report to VPF and Director of Accounting to verify for payroll etc.
- Oversee the respective Admin Assistants to coordinate and assist faculty in planning Faculty Colloquium over the summer months, keep the Colloquium schedule and maintain the budget

- Serve on various committees (Health & Safety, Grad Class Advisor, Chair of Grad Committee)
- Review course schedules to ensure faculty load is accurate and looking ahead to contract development
- Update faculty forms and reports yearly and upload to the website
- Ensure that the graduation website, and faculty information is up to date on the website
- Every 5 years, coordinate the AAA visit.
- Perform general office duties, supervise student worker, make appointments, prepare for committees and correspondence, etc.
- Support the Vice President for Academic Administration with all other tasks as needed

## **JOB STANDARDS AND REQUIREMENTS**

### **EDUCATION/TRAINING**

- Two years' post-secondary training or equivalent

### **EXPERIENCE**

- Two to 3 years' direct experience in an Administrative Assistant capacity

### **SKILLS**

- Strong knowledge of general office procedures
- Hands-on experience with Microsoft Word, Excel, and Publisher
- Excellent writing skills, including proper spelling, grammar and punctuation
- Ability to prioritize tasks with minimal supervision
- General mathematical and budgeting skills
- Knowledge of supplies, equipment, and/or services ordering, as well as inventory control of these items
- Superior telephone manner and strong interpersonal skills

### **PERSONAL**

- Professional, responsive, and positive work attitude
- Manual dexterity required to use desktop computer and peripherals
- Ability to negotiate stairs
- An active member of the Seventh-day Adventist Church
- Dedication to provide excellence in Seventh-day Adventist education through support of the vision and mission of Burman University