

KUYPER COLLEGE
Position Description

Job Title: Academic Office Administrative Assistant

Department: Academics

Reports to: Academic Dean

FLSA Status: Part-time hourly wage position

Updated: July 2022

Summary: The Academic Office Administrative Assistant, through faithful service to accomplish the mission of Kuyper College, assists the Academic Office by handling strategic projects listed below and other duties needed by the Academic Office in coordination with the administration, faculty, staff, and students.

Essential Duties and Responsibilities:

- Assist the Academic Office personnel with scheduling meetings, distributing agendas, etc.
- Serve as the primary contact person for the Academic Office with students.
- Responsible for the implementation and administration of all student and faculty records in Populi, the student information system.
- Assist the Academic Dean with the entering, tracking, and analyzing of the Academic budget.
- Maintain faculty/adjunct files (resumes, CV's, transcripts, etc.) and keep track of faculty/adjunct workload. Help with adjunct orientation.
- Organize and oversee academic events, such as Scholar Day, Opening Convocation, and Honors Convocation, in collaboration with the relevant faculty and staff involved.
- Assist the Assessment Committee in managing institutional and curricular assessment data and collating data into the central repository.
- Compile Dean's List each semester and send notification letters to these students. Post in Populi.
- Help faculty/staff/students with SIS related questions whenever possible.
- Process Academic office invoices; faculty/staff reimbursements
- Provide correspondence for transcript request and education verification
- Assist President's office with graduation (cap/gown orders, diploma covers, cords)
- Assist Registrar with Academic Office related tasks
- Complete other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Position may require multi-tasking.

Education and/or Experience:

Bachelor's Degree; and one to two years related experience and/or training; or equivalent combination of education and experience.

Language Skills:

Ability to read and interpret documents such as correspondence, and memos. Ability to write routine reports and correspondence.

Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Basic statistical interpretation skills.

Reasoning Ability:

Ability to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of student information software, internet software, spreadsheet software and word processing software.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reason-able accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

If interested, please apply at hrapplcations@kuyper.edu