

## ADMINISTRATIVE ASSISTANT – ACADEMIC AFFAIRS

### SUMMARY

The primary responsibilities of this position include the coordination and completion of administrative activities within Academic Affairs providing support to the Associate Vice President for Academic Affairs and the Registrar.

A sincere interest in students, excellent communication skills, and support of the University's mission are also required. The appointee to this position also must be able to demonstrate a familiarity with and understanding of a small and residential campus that values personal attention and collegiality.

### DUTIES AND RESPONSIBILITIES

- Assist Associate Vice President for Academic Affairs
- Assisting with Assessment Reports, collecting documents, and communications
- Maintaining Assessment Database
- Assist with program review
- Taking attendance and recording minutes at Academic Meetings (Academic Affairs, Good Standing, Senate, and Assessment Committee).
- Timely distribution, collection, processing, and archiving of all course evaluations
- Collecting and archiving syllabi for all credit-bearing courses; reviewing syllabi to ensure their compliance with University Catalog
- Assisting the Registrar in preparing course offerings, reserving classrooms, and finding solutions for scheduling conflicts. Entering course offerings into the University's registration database
- Processing Academic Affairs mail
- Answering telephone calls to the academic office, and transferring calls for academic administration as needed
- Supervising student workers assigned to the department, including the posting and approval of student workers' time cards
- Interacting courteously and helpfully with University visitors, guests, students, and employees
- Posting class cancellations and other messages on behalf of faculty
- Overseeing the facility request process for the Academic areas, working in collaboration with the Office of Student Affairs and the Director of Conference Services
- Ensures timely processing of transcripts, degree verifications, enrollment documentation and other academic requests.
- Processing of all academic documents. (Grade Changes, Incompletes, Exception to Policy, Add/Drop, Work at Other Institutions, program changes)
- Assist Registrar in Graduation Verification process
- Academic file maintenance
- Processing Diplomas and Apostille
- Communicates Academic Policy to students and staff.
- Assist with transfer work processes. Evaluate and enter transfer work for new and returning students
- Communicate FERPA regulations with University personnel
- Cross-trained in various Registrar functions and provide backup support as needed in Academic Affairs
- Other duties as assigned

### SKILLS AND ABILITIES

- Experience working with Microsoft Office Word Pro, Excel, Powerpoint
- Experience working with iPads.
- Excellent organization ability, high level of accuracy, attention to detail

- Effective interpersonal and communication skills in dealing with others to ensure that requests or needs are met.
- Problem solving skills including the ability to acknowledge and clarify inquiries, requests, or complaints to ensure that needs are identified, documented and addressed
- Ability to prioritize and manage multiple tasks simultaneously and with minimal supervision
- Familiarity with higher education and college students

## QUALIFICATIONS

- Required: High School Diploma or GED
- Preferred: Bachelor's Degree in related field

*University of the Ozarks reserves the right to consider an equivalent combination of education, training, and/or experience necessary to perform successfully the major duties and responsibilities of the position.*

## ABOUT UNIVERSITY OF THE OZARKS

Ranked in the Top 10 of Southern region comprehensive baccalaureate institutions by U. S. News & World Report, University of the Ozarks is a Presbyterian-related institution that blends the liberal arts and professional preparation in a student-centered environment emphasizing quality teaching and student learning. The University serves approximately 800 undergraduate students on a beautiful campus in Clarksville, Arkansas, located along Interstate-40 approximately 90 miles northwest of Little Rock, and nestled between the Arkansas River and the Ozark Mountains. The University serves students from diverse religious, cultural, educational and economic backgrounds and welcomes students from throughout the U.S. and from more than 20 countries around the world. Knowing that diversity contributes to academic excellence and rich and rewarding communities, Ozarks is committed to recruiting and retaining a diverse faculty, staff and student body. The University is especially interested in applicants with diverse backgrounds and experiences and those with a successful record of teaching and working with diverse students, including historically underrepresented minority students and other underserved populations. Recent campaigns have enhanced facilities, academic programs and other campus initiatives. For more information about University of the Ozarks, visit [www.ozarks.edu](http://www.ozarks.edu).

## APPLICATION PROCEDURES

Review of applications will begin immediately and will continue until the search is completed. Please send a letter of interest; vita; and three current letters of reference to: [humanresources@ozarks.edu](mailto:humanresources@ozarks.edu)

