

**Alverno College**  
Non-Exempt Position Description

Position Title: Executive Assistant and Academic Specialist  
Department: Academic Affairs  
Status: Full Time/12 Month  
Reports To: Vice President for Academic Affairs  
Pay Grade: Non-Exempt  
Primary Function: Provide direct support for the Vice President of Academic Affairs as well as administer, coordinate and manage academic and administrative activities for the Office of Academic Affairs.

**Principal Responsibilities**

**1. Provide Direct Support for the Vice President of Academic Affairs (VPAA)**

- a. Conduct administrative support for the VPAA, including calendar management, meeting scheduling and preparation.
- b. Coordinate travel arrangements for the VPAA.
- c. Facilitate Zoom or Teams meetings.

**2. Manage Academic and Administrative Activities for Academic Affairs**

- a. Serve as primary contact for Credit for Prior Learning requests, conduct reviews and manage documentation and processing.
- b. Collaborate with Human Resources, Academic Deans and the VPAA to issue faculty contracts.
- c. Serve as the representative of the VPAA and Academic Affairs on critical committees such as the graduation committee.
- d. Support key Academic Affairs events such as Institutes, Friday Afternoon Professional Development Sessions and New Faculty and Adjunct Faculty Trainings.
- e. Reserve meeting rooms, catering, and /or equipment as needed for in-person meetings.
- f. Manage the semester syllabus submission process in collaboration with the Alverno College library.
- g. Manage Student Processes
  - i. Hire, train, manage work responsibilities and supervise student worker(s) in accordance with the College's policies and applicable laws.
  - ii. Manage Student Evaluation collection and reporting.
- h. Collect and Manage Data and Reports
  - i. Maintain faculty lists, faculty appointments, timelines and contacts chart.
  - ii. Collect, process and monitor faculty contracts, FARs, resume and transcript records.
  - iii. Maintain accuracy of faculty information and files.
  - iv. Summarize and provide faculty data for surveys.
  - v. Manage faculty requests for travel and attendance at meetings/conferences.
  - vi. Manage records pertaining to the doctoral completion program.
  - vii. Enter data accurately in database system.
  - viii. Transfer files to archives as appropriate.

- i. Provide Committee and Data Support
  - i. Create and maintain committee lists.
  - ii. Develop committee materials and reports as needed.
  - iii. Attend and participate in committee meetings as requested.
  - iv. Create and manage year-end committee reports and annual department goal statements.
  - v. Serve as staff coordinator of the Academic Excellence and Student Success Committee of the Board including drafting minutes and activity reports
  - vi. Develop meeting agendas, draft minutes and conduct follow up for Educational Policy Committee meetings
- j. Administer General Office Activities
  - i. Serve as receptionist for Academic Affairs, ensuring all visitors are greeted and directed appropriately, answer and direct incoming telephone calls, and take accurate messages and distribute in a timely manner.
  - ii. Create and maintain files
  - iii. Develop and file outside contract lists.
  - iv. Produce Academic Newsletter email
  - v. Maintain a warm and welcoming environment in the Academic Affairs suite.

### **3. General**

- a. Effectively communicate with staff and faculty colleagues, students and external audiences, in support of assigned duties and on behalf of the Office of Academic Affairs.
- b. Comply with safety procedures and maintain a clean and efficient work area.
- c. Maintain a high level of understanding of issues around confidentiality and FERPA laws.
- d. Demonstrate an understanding of Alverno's Eight Abilities: Aesthetic Engagement, Analysis, Communication, Developing a Global Perspective, Effective Citizenship, Problem Solving, Social Interaction, Valuing in Decision Making
- e. Perform other tasks as requested to support the mission of the College.

### **Qualifications**

1. Bachelor's degree required; master's degree preferred.
2. Demonstrates commitment to valuing diversity and contributing to an inclusive working and learning environment.
3. Excellent business writing skills and the ability to maintain a high level of confidentiality.
4. Has a minimum of 5 years of executive office or comparable experience.
5. Must have excellent customer service and problem-solving skills.
6. Requires strong written, verbal and listening communication skills including the ability to interpret, analyze and edit documents.
7. Must be detail-oriented with excellent time management skills and must have the ability to effectively multi-task as well as work independently in a fast-paced environment.
8. Must have the ability to professionally respond to variations in schedules and plans, and work with frequent interruptions.
9. Preference for candidates familiar with use of Ellucian Colleague database.
10. Proficient in Microsoft office programs including: Zoom, Teams, Word, Excel, Power Point and

Outlook. Able to use programs to perform mail merge functions and manage databases. Preference for candidates who can demonstrate basic design skills using Canva or other software.

11. Ability to work flexible and irregular hours that may vary due to functions and may include day, evening, weekends, and holidays as event calendar or deadlines dictate.

12. Ability to read, write, and speak English; perform basic mathematical functions (add, subtract, multiply and divide)

13. Follows oral and written instructions and communicate effectively with others in both oral and written form.

### **How to Apply**

Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>

**Please attach your cover letter, resume, and list of references to the online application**

*Alverno College is an Equal Opportunity Employer and committed to workplace diversity*

