

ROBERTS WESLEYAN UNIVERSITY
Job Description

Job Title	Department	
Administrative Assistant	School of Arts and Humanities	
Reports to	Written	Status
Dean, School of Arts and Humanities	October 2024	Non-Exempt, full-time

Job Objectives

To provide comprehensive administrative and fiscal-management support for the Dean of the School of Arts and Humanities (SAH), operational support for Humanities faculty and programs, and SAH-related support for the Music Department.

Job Responsibilities

Administrative Support

- Serve as primary contact for the Dean's Office and Humanities programs.
- Assist the Dean with correspondence, records, reports, special requests.
- Compile SAH data as needed for campus offices (e.g., Academic Affairs, Enrollment, Marketing, Registration).
- Process requests via University systems: Docuware, Collova, etc.
- Attend SAH and/or Humanities meetings and take minutes, as requested.

Fiscal/Budgetary Management

- Assist the Dean in developing the annual Office budget, projecting financial needs, monitoring expenditures, and making periodic adjustments.
- Connect with Financial Services regarding budget allocations, actual expenses, and adjustments.
- Process full-time and part-time faculty loading sheets, additional faculty payments, and adjunct contracts.
- Process check and reimbursement requests, monthly credit card statements, and other funding needs.
- Monitor individual Faculty Growth Contracts.

Operational Oversight

- Serve as a resource for students/faculty; coordinate faculty work orders.
- Manage office supplies, student forms, and program check sheets.
- Keep track of and alert faculty to University calendar and schedules
- Maintain updated lists of full-time, part-time, and adjunct faculty.
- Ensure all current course syllabi are on file.

Personnel Support

- Maintain SAH personnel files (CVs, faculty development documents, etc.)
- Assist the Dean & SAH area Directors in updating relevant catalog pages.
- Monitor Humanities webpages for accuracy and assist faculty in updating.
- Assist with hiring and training student workers; supervise and coordinate payroll and workloads for student workers.
- Serve as the contact person for onboarding adjunct faculty, ensuring they receive all logistical and teaching-related information.

Marketing

- Function as liaison with Admissions, Marketing and diverse stakeholders.
- Create social-media campaigns for the School and its programs.
- Assist the Dean and program faculty with contacting prospective students and event planning.

The approved rate of pay for this position is \$16.50/hr - 16.75/hr

Qualifications

Bachelor's Degree, preferably related to the School of Arts and Humanities.

Experience: Three years administrative office experience including customer service and budgeting, preferably in an academic environment.

Skills:

- Excellent communication (oral *and* written, including editing).
- Organizational expertise attentive to details, timing, and personnel.
- Creative problem solving amid multiple tasks and time-sensitive requests.
- Proficiency in MS Office (Word, Excel), Google Suite, and the like.

Consequence of Error:

This position involves extensive contact with internal and external stakeholders. Errors in communication, documentation, or fiscal management may negatively affect the reputation of the School and University, and harm recruitment and retention efforts.

Level of Supervision:

The Administrative Assistant works with the Dean in serving the needs of the School and its faculty and students. They assist with decision making, task management , and formal documentation.

Directing Work of Others:

The Administrative Assistant supervises student workers and coordinates their activities.

Confidential Data:

Confidentiality is critical in the management of faculty personnel files, financial data, and other sensitive faculty or student information.

Mental/Visual Demand and Physical Effort:

- Requires precision, accuracy, and ability to meet deadlines.
- Includes heavy computer use, proficiency with multiple document systems, and frequent interruptions in serving the breadth of academic disciplines, faculty and students, and University needs.
- Involves lifting and arranging supplies, books, and the like.