



Title: Assistant to the Vice President for Academic Affairs

Date: May 2024

FLSA Status: Exempt – Full time, 12-month position

Reports to: Vice President for Academic Affairs

Job Summary: Provides a variety of assistance to the Vice President for Academic Affairs and is responsible for broad, complex, and confidential assignments related to the duties of the VPAA. The Assistant anticipates the work of the VPAA and the Office of the VPAA and provides daily and long-term assistance to the VPAA on various projects. Knowledge of the College's operation, policies, and practices is necessary.

Duties and Responsibilities:

- Schedules appointments, maintains calendar, and prepares correspondence for vice president.
- Receives and routes correspondence, expedites purchase requests; approves all faculty and AA staff credit card statements with correct account codes.
- Composes routine correspondence to faculty not requiring vice president's personal attention.
- Acts as receptionist, screens calls, visitors, and refers inquiries as appropriate.
- Proofreads and edits outgoing correspondence.
- Maintains various files including faculty and academic affairs budgets, faculty personnel and development files, class syllabi, and student academic correspondence including the early warning system, probation, dismissal, appeal, Dean's List, and academic dishonesty.
- Maintains faculty listing of titles/degrees/divisions for catalog and office distribution.
- Maintains record of division committee assignments and rotation schedule and notifies division chairs when elections are due.
- Places position advertisements for faculty vacancies and coordinates the search process by receiving and acknowledging applications and assisting the search committee as needed.
- Coordinates reservations, itineraries, and correspondence for interviews of new faculty and academic affairs staff and program review consultants.
- Prepares contracts for new, visiting, and adjunct faculty and memorandums of understanding for overloads, stipends, and special conditions.
- Takes minutes at Educational Policy Committee meetings.
- Prepares and distributes correspondence and documents for the Personnel Committee for promotion, tenure, and third-year reviews.



- Notifies Faculty Development Committee of sabbatical requests.
- Gathers information and assists with preparing quarterly reports and action items for the board of trustees that originate in academic affairs.
- Organizes and oversees all arrangements for the Honors and Awards Convocation, including letters to recipients, Golden Keys, a stage diagram, technical support, and award preparation.
- Prepares programs for Opening Convocation, Honors and Awards, and Commencement.
- Prepares Commencement weekend schedule of events and letters for distribution to all students and the Cottey website.
- Prepares Opening-of-College Activities calendar and organizes many of the faculty/AA staff meetings/events on the calendar.
- Creates master calendar of all faculty meetings and assists with scheduling additional faculty committee meetings as needed.
- Prepares opening-of-school packets for new, adjunct, and returning faculty.
- Assists new faculty and academic affairs staff in obtaining keys, mailbox, copy codes, keycards, voice mail and computer training, and name tags.
- Updates faculty and academic affairs staff office signage and RBAC directories.
- Maintains faculty class/office hour schedules.
- Assists with training of new academic affairs staff.
- Assists faculty and academic affairs staff in submitting professional development paperwork and maintains a travel expense record.
- Assists the VPAA in verifying tenure and promotion eligibility of faculty by maintaining records of performance, promotion, and tenure reviews and notifying faculty of review deadlines.
- Prepares notifications to faculty for professional development opportunities/awards and prepares award letters, programs, and lecture/reception arrangements.
- Post minutes for faculty standing committees/divisions to the committee website.

Knowledge, Skills, and Abilities:

- Ability to exercise discretion, confidentiality, integrity, and judgment.
- Ability to work effectively with diverse groups of people, including faculty, staff, and students.
- Knowledge of interpersonal and organizational skills.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of Microsoft Office products, including Word, Excel, and PowerPoint.
- Ability to present in a professional manner.
- Skill to effectively manage challenging situations.



- Ability to manage several projects simultaneously, work independently and as a part of a team, and meet deadlines while managing ongoing interruptions.
- Ability to tolerate ambiguity and maintain flexibility in initiating and responding to changing priorities and urgent situations.
- Ability to pay close attention to details.

Credentials and Experience:

- Bachelor's degree preferred
- Minimum of five years of relevant experience
- Previous experience in an academic setting is desirable

Special Requirements:

- Willing to work overtime and weekends as requested by the VPAA.
- Possession of a valid driver's license and a willingness to utilize own vehicle as needed in connection with employment.