



Assistant to the VP of Academic Affairs

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| DEPARTMENT | STATUS | CLASSIFICATION | RANK | DATE LAST UPDATED |
| 100 – Academics | Full-Time | Exempt | Manager II | June 2018 |

PURPOSE

To provide administrative assistance to Vice President of Academic Affairs (VPAA) and to oversee the daily operation of the Office of Academic Affairs (OAA)

GENERAL DESCRIPTION

This position is the executive assistant for the VPAA and oversees the daily operations and functions of OAA. The Assistant to the VPAA (AVPAA) interfaces constantly and consistently with administrators, faculty, staff, students, alumni and the public. She/he engages in a wide range of communication including confidential committee work, working with interviewees, student questions, etc. The AVPAA must be able to maintain progress on multiple projects while working kindly and efficiently with people. The position reports to the VPAA.

ESSENTIAL DUTIES

Responsibilities include, but are not limited to, the following:

- Serves as administrative liaison between the VPAA and students, faculty, administrative personnel, staff, alumni, and the public.
- Maintains the VPAA’s calendar, sorts and routes mail and other communication addressed to the VPAA, assists with correspondence from the VPAA, and in maintaining budgets for the departments associated with the Academic office.
- Leads Academic office initiatives for faculty care.
- Assists in annual revisions of the Faculty Handbook, College Catalog, and Academic Policy Manual; formulating agendas and minute taking for the Academic Committee, APCR Committee, Faculty Meetings, and Department Meetings; developing annual reports for the Board of Trustees, and preparing government and accreditation reports.
- Assists with the preparation of the class schedule for all traditional undergraduate terms and maintains classroom reservations (serves on the campus Space Committee as an outgrowth of these responsibilities).
- Facilitates interview process for faculty searches and the issuance of Faculty Contracts. Prepares and maintains faculty files.
- Supervises faculty assistants.
- Organizes annual Academic department assessment.
- Oversees the maintenance of necessary office and classroom supplies.
- Facilitate all correspondence, typing, filing and general clerical duties for the OAA.
- Facilitate initial point of contact regarding accommodation requests for students with disabilities.
- Assist the Registrar’s Office, Financial Aid Director, Admissions Office, and Graduation coordinator as needed in relation to student and academic issues.
- Complete other projects as requested by the VPAA.
- Provide spiritual care for faculty, staff, and students as necessary.

MINIMUM REQUIREMENTS

- Ability to supervise, delegate, and track projects to completion while handling interruptions.
- Bachelor’s degree from an accredited institution.
- Higher education experience is a plus.
- Excellent interpersonal, English, and writing skills.
- Typing (60+ WPM) and Bookkeeping (budget monitoring and maintenance) ability
- Computer knowledge/skills: working knowledge of Windows-based computers; quick learner; experience Microsoft Office software.
- Personable, detail-oriented, goal-oriented, self-starter, problem solver.
- Ability to work collaboratively across departments.
- Demonstrated culturally competent communication skills and commitment to working with and engaging diverse students and colleagues.
- Demonstrated Christian faith consistent with Life Pacific’s Pentecostal/Charismatic and Wesleyan Arminian stance (must be able to sign Life Pacific’s Statement of Faith and align with its position on Sexual Orientation and Gender Identity).

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee and is subject to change and revision when necessary.