**Job Purpose:**
To provide executive-level administrative and financial assistance to the Associate Provost, Director of Academic Affairs (AA) Operations, the Center for Professional Development & Education, as well as the Payne Institute. This position works independently as well as in conjunction with the Director of AA Operations, Director of the Center for Professional Development & Education, and Director of the Payne Institute, to provide professional direction, guidance, and interface between AA, the centers, and internal and external constituencies. Position provides high-level, proactive administrative support for overall AA and center operations and processes, troubleshoots problems that arise and resolves them.

**Responsibilities:** *(Including percent of effort devoted to each and designating each responsibility as an Essential Function or not.)*
This position supports administrative aspects of the Academic Affairs office and center(s) such as creating, recommending, and implementing practices and procedures as needed, providing the director(s) with supplemental details, ideas and solutions to help them administer office operations, scheduling meetings, preparing agendas and documents, loading information into Canvas and then attending and recording minutes at various meetings with a high-level of confidentiality. Position serves as a resource for the center(s) public relations, including, but not limited to, creating and maintaining websites for Center of Professional Development & Education and the Writing Center as well as event coordination and management. Financial responsibilities include reconciliation of accounts, reallocation of procurement card purchases, application of daily expenditures to corresponding budgets, preparing journal entries, and budget transfer requests to be processed in the Controller’s office. As directed, position analyzes expenditure data, may track and assist in the management of budgets, and generates information for financial reporting.

1. **Executive Support – 60%**
   Provides administrative leadership to the Associate Provost, Director of AA Operations, the Payne Institute Director, and the Center for Professional Development & Education such as creating, recommending, and implementing practices and procedures as needed, providing the director(s) with supplemental details, ideas and solutions to help them administer office operations. Organizes and coordinates meeting schedules, faculty and student events and travel; preparation and distribution of communications for the office; creation and maintenance of databases pertaining to office activity. Provides direct management and support of the Associate Provost, Director of AA Operations, and center Directors, their initiatives, projects, day-to-day activities and other matters. The AA Program Administrator manages and supports in a collaborative, proactive and effective manner with the goal to minimize administrative matters of the Associate Provost, Director of AA Operations, and center Directors.

2. **Accounting and Financial Analysis – Fiscal support three centers – 20%**
Position will have signature authority for approximately three accounts and a budget totaling approximately $150,000 and will exercise significant decision making authority related to fiscal responsibilities on these accounts. Maintains, documents, reconciles and analyzes financial accounts for three centers. As directed by the Director of AA, prepares financial and budget reports – including revenues and expenses. In compliance with CSM fiscal policies, submits or oversees submission of some purchasing transactions, monitors and tracks progress, resolves problems / discrepancies that arise (POs/FPOs – archival records).

3. **Initiatives, Events and Projects – 10%**
   Position will support the Director of AA Operations with the annual Campus Conference and Faculty Award Reception events. Position also serve as a resource for the center(s) public relations, including, but not limited to, creating and maintaining websites for Center of Professional Development & Education and the Writing Center as well as event coordination and management. Assist with the organization and coordination with transition from paper confidential files to electronic files. Design forms, databases, outline processes, and designs general office filing and record keeping systems, work plans, and priorities. Supports the Associate Provost in the updating and editing of the Procedures Manual. Schedules hotel reservations, business meetings, catering, and travel accommodations for these administrators and visitors. Assists committees by coordinating schedules and travel details.

4. **Faculty Handbook Committee, Calendar Committee, etc. Meetings – 10%**
   The AA Program Administrator position manages all aspects of AA matters for the Faculty Handbook Committee, the Calendar Committee and others as needed, including taking minutes, managing the agendas, managing meeting preparation, quality control, etc. The AA Program Administrator in support of the Associate Provost and Director of AA Operations will compile materials for all meetings, ensuring that the documents, presentations and materials are timely, accurate, complete, inclusive and professionally formatted.

**Qualifications:**

**Minimum Qualifications:**

- Must be highly detail-oriented, possess excellent verbal and written communication skills, and have the ability to maintain confidentiality.
- Advanced technical and computer skills to support administrative functions including MS Office Suite with an emphasis on PowerPoint, Excel and database skills, electronic calendar management, various videoconferencing applications such as Zoom, and email applications.
- Provides high quality customer service.
- Ability to work effectively and collegially within a complex academic community and interfacing with a wide range of constituencies.
Administrative / Research Faculty Job Description and Exemption Request Form

• Experience conducting research, analyzing results, and report writing.
• Strong ability to work independently and as a team member.
• Ability to multi-task and serve multiple constituents, balancing needs and prioritizing appropriately.
• Diplomacy, professional appearance and demeanor.

Preferred Qualifications:

• Bachelor’s degree in related area and/or equivalent, progressive experience and training.
• Experience working in higher education administration.
• Experience providing administrative support at the executive level.

Decision Scope:
This position has the authority to make decisions regarding day-to-day office operations. In certain situations, decides the relevance and appropriateness of data and information as it relates to reporting and responses to assigned work involving the compilation of materials or in researching specific questions. This position will have authority to decide any of the following:

• Make independent administrative/procedural decisions and judgements based on interpretation of policies and the dynamics of the situation presented.
• Analyze problems, and to work with internal and external constituencies, using appropriate judgment as necessary, to resolve problems and issues that meet the best interest of the university.
• Make decisions on, and approve expenditures of product purchases that support the operations of assigned units, and manage operating budgets for supported units.
• Distributing and controlling funds.
• Negotiating contracts with potential businesses.

Communications:
This position must have strong communication, interpretation and listening skills; will work closely with the Associate Provost, Director of AA Operations, and Center Directors and will occasionally be asked to communicate on his/her behalf. It is crucial that the person holding this position presents himself/herself in a professional manner. The person must be comfortable and articulate in communicating via email, phone calls and face to face discussions.

Work Environment and Physical Demands
The work will occur primarily in a typical office environment, travel is not essential to the job and there are no major physical demands required by the position such as heavy lifting or movement of heavy objects.