



**DATE ISSUED:** 08/16  
**FLSA:** Exempt  
**PTO:** VCS

## ***JOB DESCRIPTION***

### ***TITLE***

Academic Affairs Administrator

### ***JOB SUMMARY***

Provides professional support to the Provost/Vice President in all areas of the division. Ensures smooth operation of the office by handling administrative and new faculty appointment letters, budget management, faculty searches, coordinates Provost travel, coordinates special projects, workshops, and retreats. Interfaces with directors and other executive staff to address concerns of the University; and assists with administrative and staff service functions of the division. Work is performed under general supervision of the Vice President/Provost with evaluation based on overall effectiveness and accomplishment of assigned goals and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ORGANIZATIONAL RELATIONSHIPS***

*Reports to:* Manager of Academic Resources

*Supervises:* No supervisory responsibilities

### ***ESSENTIAL DUTIES - May include, but not limited to the following:***

- Manages Provost Office operational M & O account.
- Coordinates special events, Academic Affairs retreat, programs involving external speakers, special seminars, etc.
- Coordinates as the Provost's Office point of contact for high level academic searches, academic task forces, and special committees.
- Oversees the process for tracking, evaluating and maintaining academic contracts, MOU's, and partnership agreements, etc.
- Serves as administrator for the Faculty Performance Review system.
- Receives and maintains evaluations for the Faculty Ombudsperson.
- Assists with Board of Regents coversheets for Academic Affairs.

- Drafts and prepares agendas and minutes for Academic Council.
- Prepares Graduate Faculty Membership letters.
- Coordinates and tracks upcoming strategic planning activities and processes in Academic Affairs from program level to Provost Office level.
- Administers TWU's Visiting Scholar program.
- Shares responsibility for coordinating and managing the daily schedule of the Vice President/Provost including maintenance of the Vice President/Provost calendar.
- Assists with any aspect of faculty/administrative searches as directed.
- Assists in coordinating travel arrangements and reimbursements for the Provost.
- Assists in drafting/preparing appointment letters for Provost task forces and committees.
- Assists the Provost's direct reports and academic departments.
- Assists in policy development as requested and provides interpretations of policies and procedures concerning the division.
- Assists the Executive Assistant in coordination of special projects, workshops, retreats, luncheons, etc. for Provost.
- Addresses questions and concerns related to academic matters and directs inquiries to appropriate campus resources.
- Assists with student concerns.
- Assists with review of fiscal year budget.
- Works with Provost accounts and budget processes.
- Maintains general files and manages the *Record Retention Schedule*.

### **ADDITIONAL DUTIES**

- Shares responsibilities with the Executive Assistant for creating requisitions/purchase orders, reconciling purchase card transactions, and processing travel vouchers for the Provost.
- Assumes the responsibility of the Executive Assistant in his/her absence.
- Performs other duties as requested.

### **EDUCATION**

Bachelor's degree required. Master's degree preferred

### **EXPERIENCE**

Seven years of progressively responsible clerical experience, preferably including experience as a clerical supervisor. Additional job-related education may substitute for the required experience on a year-for-year basis.

## **REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

## **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

- Working knowledge of office practices and methods.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

## **PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

## **WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

## **SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management.

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Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***