

Temporary Academic Administrative Assistant for
Department Chair
North Carolina A & T State University

Direct Link: <https://www.AcademicKeys.com/r?job=157168>

Downloaded On: Jun. 25, 2021 8:30am

Posted Apr. 9, 2021, set to expire Aug. 9, 2021

Job Title	Temporary Academic Administrative Assistant for Department Chair
Department	Temporary Employment
Institution	North Carolina A & T State University Greensboro, North Carolina
Date Posted	Apr. 9, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Part-Time/Temporary Staff
Academic Field(s)	Administrative Support/Services
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Job Description

- Assist the department chair with administration of the department, including but not limited to; preparing and proofing correspondence, helping to ensure that college administrative deadlines are met, helping to coordinate class scheduling, assisting with certification of majors, maintaining files, establishing databases as needed, coordinating mass mailings, maintaining department's files, assisting with student registration, coordinating library orders, and creating forms for intradepartmental use.
- Assist with special events for department as needed, including corresponding with participants, arranging travel, reserving accommodations, arranging reimbursements, collecting and submitting information for reimbursements to speakers, designing brochures, preparing and submitting press releases and other publicity materials, arranging for technical support, and coordinating printing jobs.
- Supporting accreditation related activities such as ABET and SACS, and providing coordination and support for the departmental advisory board meetings.

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- Day-to-day department office management and support, including (but not limited to) general reception duties, collecting and distributing mail, photocopying, assisting students and other visitors, procuring office supplies, organizing materials in common areas, and ensuring that common areas are kept neat and orderly.

- Provide administrative and technical including setting up offices for new faculty, ordering office supplies and equipment, ordering desk copies, coordinating printing jobs for course handouts, syllabi, and exams, typing and proofreading letters of recommendation; helping faculty submit online recommendations; giving out assignments, administering exams, and canceling classes for absent faculty,), coordinating travel arrangements, and assisting with reimbursement requests.

-E-mail announcements to majors and faculty as needed, communicating with alumni and alumnae, helping design brochures, and overseeing the department's bulletin boards, department newsletter.

- Performing any other departmental tasks assigned by the department chair.

- Hire, train, and supervise 1-5 student workers

- Excellent interpersonal, problem-solving and organizational skills
- Good communications and public relations skills
- Excellent writing and proofreading; strong office management skills
- Flexibility, enthusiasm, and the ability to work with a broad range of constituents
- Intermediate computer skills to include Microsoft Office, Adobe Photoshop (or comparable software), and web site software
- Must be a self-starter with the ability to prioritize work effectively, handle multiple projects at any given time, and work well independently
- Confidentiality essential

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact



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