**JOB DESCRIPTION**

**JOB TITLE**: Administrative Assistant for Academic Affairs

**REPORTS TO:** Registrar

**CLASSIFICATION:** Clerical I

**STATUS:** Full-time, non-exempt

**LENGTH OF EMPLOYMENT:** 12-month continuing position

**JOB OVERVIEW:** The Administrative Assistant for Academic Affairs supports daily operations by managing communication, projects, academic records, and compliance. Key duties include classroom scheduling, curriculum updates, budget oversight, and instructor payroll coordination. The role also handles confidential information, inventory, and the academic integrity process while collaborating with faculty, staff, and administrators. Strong organizational and communication skills are essential.

**DUTIES AND RESPONSIBILITIES:**
- Serve as the primary administrative assistant for Academic Affairs, managing a variety of complex tasks to support daily operations.
- Organize and coordinate office communications and information flow, ensuring faculty, staff, and administrative units receive accurate and timely updates on policies, procedures, and deadlines.
- Oversee special projects, prepare reports and forms, and manage administrative details related to assigned initiatives.
- Perform budgetary duties for Academic Affairs; review reports as requested; and establish appropriate requisition codes
- Maintain confidentiality and exercise discretion in handling sensitive student, faculty, and staff information.
- Manage inventory for Academic Affairs
- Responsible for scheduling of classrooms and updates to class schedule within the student information system (Banner).
- Update and distribute the syllabus template to ensure consistency across courses.
- Assist the Registrar with updating the Connors State College Catalog.
- Coordinate instructor overload pay in collaboration with Human Resources.
- Administer the Academic Integrity process, including managing correspondence and scheduling related activities.
- Maintain and update student and curriculum information in Banner and Degree Works.

***The omission of certain statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.***

**KNOWLEDGE, SKILLS, AND ABILITIES:**
- Proficiency in student information systems (e.g., Banner, Degree Works) and Microsoft Office applications, including Word, Excel, and PowerPoint.
- Ability to manage academic scheduling, records, and budget processes with strong organizational and problem-solving skills.
- Effective written and verbal communication skills with the ability to collaborate across departments and maintain confidentiality.
- Knowledge of academic policies, FERPA regulations, and institutional procedures to ensure compliance and accuracy in all tasks.

**EDUCATION/EXPERIENCE REQUIRED:**
- Associate degree required; bachelor's degree in business administration, education, or a related field preferred.
- Minimum of two years of administrative or academic support experience, preferably in higher education.

**SPECIAL REQUIREMENTS:**
- Must be able to bend, stoop, and lift up to 25 pounds

***Connors State College is an Affirmative Action, Equal Opportunity/E-Verify Employer.***

**SIGNED: _____ DATE: _____**