Title: Academic Departmental Coordinator, Classics
Department: Classics                     Reports to title: Chair of Classics
Full Time: x Part Time: __________ Date Prepared: 2/12/2020
Job Group & Level: AO-4
Pay Type: Weekly x Monthly __________ Regular Daily Work Schedule: 8:30 am to 4:30 pm
Months Per Year: 42 wks Hours Per Week: 35
(Summer Months) Months Per Year: 10 wks Hours Per Week: 3.5

1. Summary of Position:
Support the administrative and logistical efforts of the Classics Department. Serve as a liaison to the campus community and ensure the efficient operation of the department office. Requires sensitivity to issues of confidentiality, attention to detail, organizational, interpersonal, and communication skills, as well as the ability to function with absolute accuracy.

Takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

2. Principal Duties and Responsibilities:
40% Handle all administrative and clerical duties
   • Serve as departmental liaison to the College community (e.g., Registrar, Controller, Facilities, Catering)
   • Prepare department budget, including purchases and payment of annual dues to affiliated organizations
   • Promptly process invoice, reimbursement, and honorarium payments
   • Manage and process student payroll
   • Maintain departmental website
   • Schedule rooms for review sessions, exams, and other departmental activities
   • Create/edit listserv announcements and assist with publicity arrangements for events and conferences.
30% Course Support
   • Track major deadlines/requirement, prepare catalog, and handle routine
correspondence/course work preparation.
- Maintain up-to-date departmental lists of majors, course enrollments, and other information.
- Prepare course readings and obtain copyright permissions
- Enter student in-class evaluation data

15% Maintain Holloway Classics Library and on-line Access catalog database of all books.

10% Oversee all logistical aspects of the Harry de Forest Smith Scholarship, contacting schools and maintaining participant records and exam passages, mail exams, and compile results

5% Performs other duties/functions as requested.

All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

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3. **Internal-External Interaction/Communication:**

Requires verbal facility with broad-based range of inquiries requiring additional research and creating original written communications. Straightforward operational interactions, communications and collaboration across the College and outside the College.

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4. **Education:** (include certifications and licenses) Required: High School Diploma or equivalent

Preferred: Associate’s Degree

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5. **Experience:** (List specific skills necessary to perform this job) Required:

- 3 years of related experience
- Strong written and verbal communication, interpersonal, time-management, organizational, and customer-service skills
- Ability to take initiative, work independently, and work collaboratively
- Demonstrated high level of attention to detail
- Sensitivity to issues of confidentiality
- Proficiency in Microsoft Office, ability to learn new software
- Experience working collaboratively with a diverse community

Preferred:
6. **Environmental and Physical Demands:** (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

   Repetitive motions including hands, wrists, and fingers; visual – normal concentration; lift, carry, push, and pull 20 lbs.

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7. **Decision Making:**

   Determines how to carry out job responsibilities, makes operational decisions following established guidelines, procedures, and policies; decisions and actions are regularly reviewed by supervisor.

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8. **Supervision Exercised/Received:**

   Minimal supervision. ADC reports directly to the Chair of the Classics department.

   Supervisory Responsibility:  Yes ________  No  x ________

   Number of Employees Supervised: ________