Title: Academic Departmental Coordinator, Computer Science and Neuroscience

Department: Computer Science/Neuroscience Reports to title: Chairs of Computer Science and Neuroscience

Full Time: x Part Time: _______ Date Prepared: 9/12/19

Job Group & Level: AO-4 Regular Daily Work Schedule:
8:30 am to 4:30 pm

Pay Type: Weekly x Monthly_____ Months Per Year: 42 wks Hours Per Week: 35 (Summer Months) Months Per Year: 10 wks Hours Per Week: 20

1. Summary of Position:

The Academic Department Coordinator is a full-time position, with a job group and level of AO-4. The Academic Department Coordinator supports the administrative and logistical efforts of the Computer Science department and Neuroscience program, serves as a liaison to the campus community, and ensures the efficient operation of the departments.

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:

35% Administrative Support

• Serve as departmental liaison to the College community (e.g., Registrar, Controller, Facilities, Catering)
• Manage and process student payroll, including course graders and teaching assistants
• Process end-of-semester student evaluations of non-tenured faculty and lecturers
• Assist the chairs in soliciting and assembling materials for tenure, re-appointment, and promotion cases
• Assist with logistics of faculty searches
• Promptly process invoice, reimbursement, and honorarium payments
• Maintain up-to-date departmental lists of majors, course enrollments, and other information.
• Schedule rooms for review sessions, exams, evening office hours for TAs, and other departmental
activities

25% Office Management
  • Serve as first point of contact in the Computer Science department and the Neuroscience program
  • Maintain departmental budgets and regularly apprise each chair of its status
  • Purchase lab equipment and supplies, including animals for experiments
  • Purchase and maintain office equipment and supplies
  • Respond to departmental inquiries
  • Update information on department website
  • Track textbooks and other departmental resources for graders and TAs
  • Request key card access to labs, classrooms and other areas, as designated

25% Course Support
  • Submit information concerning course planning, schedule, and catalog to the registrar in a timely manner
  • Assist faculty with organization of departmental Honors Qualifying and Comprehensive Exams
  • Assist faculty with copying of course materials and related tasks

10% Events
  • Coordinate logistics for department events and their presenters — invitations, publicity, receptions, travel, meals, and lodging
  • Inform faculty of all upcoming deadlines
  • Maintain calendar of departmental events and obligations

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.

3. Internal-External Interaction/ Communication:

Straightforward operational interactions, communications and collaboration across the College and outside the College.

4. Education: (include certifications and licenses)

Required: High School Diploma or equivalent

Preferred: Associate’s Degree

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:

• 5 years or more of related experience at an academic institution

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.

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.

8. **Supervision Exercised/Received:**

Minimal supervision. ADC reports directly to the Chairs of Computer Science department and the Neuroscience program.

Supervisory Responsibility: Yes ________  No  x ________

Number of Employees Supervised: ________