Amherst College
Office of Human Resources

JOB DESCRIPTION

Title: Academic Departmental Coordinator

Department: Mathematics & Statistics
Reports to title: Chair of Math & Statistics

Full Time: x Part Time: Date Prepared: 11/8/17

Job Group & Level: AO-5 Regular Daily Work Schedule: 8am to 4pm
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-5. The Academic Department Coordinator supports the administrative and logistical efforts of the Mathematics and Statistics Department, serves as a liaison to the campus community, and ensures the efficient operation of the department office. The Academic Department Coordinator 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, teaching assistants, Math Fellows, and Statistics Fellows
   - Assist with data entry for mathematics and statistics placement of entering students
   - Process end-of-semester student evaluations of non-tenured faculty and lecturers
   - Assist the chair 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

   **20% Office Management**
   - Serve as first point of contact in the Mathematics and Statistics Department
   - Maintain department budget and regularly apprise the chair of its status
   - Purchase and maintain office equipment (including copier/printer) and supplies
   - Receive, sort, and distribute department mail
   - Respond to departmental inquiries
   - Update information on department’s website and in building (bulletin boards, display cases,
• Track textbooks and other departmental resources for graders and TAs

20% Events
• Coordinate logistics for department events and their presenters — invitations, publicity, receptions, refreshments, travel, meals, and lodging
• Inform faculty of all upcoming deadlines
• Maintain calendar of departmental events and obligations

20% 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, as well as the Walker Exam
• Assist faculty with copying of course materials and related tasks

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 Chair of Mathematics and Statistics.

   Supervisory Responsibility:  Yes ________  No  x ________

   Number of Employees Supervised: ________