Amherst College
Office of Human Resources

JOB DESCRIPTION

Title: Academic Department Coordinator

Department: Religion Department Reports to title: Chair, Religion Department

Full Time: X Part Time: Date Prepared: 1/7/20

Position Grade: AO-5 Regular Daily Work Schedule: 8:30 to 4:30

Pay Type: Weekly X Monthly Months Per Year: 10 Hours Per Week: 35

(Summer Months) Months Per Year: 2 Hours Per Week: 29

1. Summary of Position:

The Academic Department Coordinator (ADC) supports the administrative and logistical efforts of the Religion Department. The ADC serves as a liaison to the campus community and ensures that the department office runs efficiently. The ADC manages all aspects of the department budget, including endowed funds and faculty research and travel accounts. Additionally, the ADC coordinates departmental events, faculty searches, and reappointment and tenure cases. The ADC also assists with curriculum and enrollment management and oversees all aspects of the course catalog process. Finally, the ADC is expected to support a diverse workforce and to assist the College in creating a respectful and inclusive work environment for staff, faculty, and students.

2. Principal Duties and Responsibilities:

25% Budget Management

- Process invoices, reimbursements, honoraria
- Purchase departmental supplies and books requested by faculty for the endowed Yegian and Hamilton Libraries.
- Assist faculty with processing expenditures from faculty accounts.
- Track and reconcile expenses; project balances; create reports for four separate budgets
25% Office Management

- Provide general administrative duties including distributing mail, answering department inquiries, and facilitating department meetings.
- Reserve Pemberton Lounge, Chapin Kitchen, and Chapin Chapel using the EMS system.
- Maintain department website, department files, and electronic resources, including confidential materials.
- Supervise student workers and process student and research assistant payroll documentation.
- Assist in reappointment and tenure cases by managing the course evaluation process; maintaining comprehensive records; assisting the department in preparing materials for review.
- Coordinate faculty searches including placing ads, communicating with candidates, and scheduling interviews and campus visits.
- Manage the annual Moseley Prize and Comprehensive Exam processes.

25% Course Management

- Submit information concerning course descriptions, teaching schedules, and all relevant aspects of the course catalogue to the registrar by established deadlines.
- Prepare course readers and e-reserves, secure copyright permission, and maintain Moodle class websites.
- Support faculty with preparation of syllabi and other course materials.
- Assist faculty with organizing the Comprehensive Exam process.

20% Event Management

- Coordinate approximately 30 guest lecture events each academic year, arrange lodging and travel accommodations, and process associated honoraria and reimbursement requests.
- Create and distribute digital and printed publicity.
- Reserve venues and arrange for catering services as needed.
- Coordinate special receptions, dinners, and other events for students and faculty.
- Plan and implement gatherings for current and prospective majors.

5% Perform other duties 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: Bachelor’s Degree

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

   Required:
   - 5 years of related experience
   - Proficient in accounting and/or budget management
   - Strong interpersonal, written and verbal communication, customer service, and diplomacy skills
   - Sensitivity to issues of confidentiality
   - Demonstrated organizational and time management skills with the ability to prioritize, multi-task, and function with attention to detail and accuracy
   - Proficient in Microsoft Office with the ability to learn new software programs

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

   Lift, carry, push and/or pull 10 lbs; repetitive motions including fingers, hands, and wrists; visual – normal concentration.

7. **Decision Making:**

   Determines how to carry out job responsibilities; makes operational/tactical decisions following established guidelines/procedures/policies.

8. **Supervision Exercised/Received:**

   Minimal supervision received from the Chair. Supervises student employees.

   Supervisory Responsibility:   Yes  X   No   

   Number of Employees Supervised:  ___1-2 students___