Title: Center for Teaching and Learning Administrative Assistant (Casual Position, No Benefits)

Department: Center for Teaching and Learning  Reports to title: Director

Full Time:  Part Time:  Date Prepared:  October 1, 2019

Job Group & Level: N/A  Regular Daily Work Schedule:  to

Pay Type: Weekly  Monthly  Months Per Year:  Hours Per Week: 19
(Summer Months)  Months Per Year:  Hours Per Week:

1. Summary of Position:

The Center for Teaching and Learning (CTL) Administrative Assistant supports the administration of the CTL. They ensure the efficient operation of the office by serving as a first point of contact, managing daily business, maintaining the budget as well as CTL resources and records. The administrative assistant facilitates smooth administration of the Center by collaborating with other offices, scheduling business, and supporting CTL staff. This person manages all logistics of programming and events and maintains public facing analog and digital resources on teaching and learning. The administrative assistant is a public face of the Center for Teaching and Learning and should convey CTL priorities through fostering a respectful, inclusive, and welcoming environment.

2. Principal Duties and Responsibilities:

40% Administrative Support
• Manage CTL calendars including scheduling meetings and events
• Provide information about the CTL in response to inquiries
• Coordinate travel arrangements and itineraries for outside speakers
• Prepare and send correspondence, tracking and following up as needed
• Enter data, such as program feedback and evaluations, and log project activity for assessment and reporting
• Take meeting notes, tracking and following up on action items
• Provide additional administrative support to the Director and other CTL staff

30% Events and Programs
• Coordinate logistics and provide administrative support on all aspects of planning and implementing large and small events and programs
• Coordinate communication with all stakeholders including event and program participants
• Prepare program attendee lists, name tags, invitations and other relevant documents and supplies needed
• Prepare, disseminate and collect pre- and post- surveys, tracking and following-up on actions items
25% CTL Support

- Create and maintain a filing system for both electronic and paper records
- Manage the CTL budget and prepare budget reports for the director and controller’s office
- Process reimbursements and invoices for payment
- Manage an inventory of supplies including making purchases as needed
- Maintain and update the CTL website
- Maintain and update teaching and learning resources, including collections of books and handouts, as well as online databases of exercises, assignments, syllabi, ideas, etc.
- Provide support in formatting and publishing key communications channels such as the monthly CTL newsletter, resource guides and handouts, mailings and flyers, online blog posts and images, and social media updates as needed

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:

INTERNAL INTERACTIONS/COMMUNICATION

- Communicates and interacts regularly with CTL staff, faculty, and other constituents on relevant projects and events, as well as with administrative partners across the College, including staff in the Dean of Faculty’s Office, the Library, Finance, IT, academic departments, and others as needed
- Establish informal and formal avenues for communication and relationship-building with key stakeholders on campus.

EXTERNAL INTERACTIONS/COMMUNICATIONS:

- Assist with producing key external communications in a variety of forms including reports, memos, presentations, graphics, audiovisual materials, etc.

4. Education: (include certifications and licenses)

Required: Associate’s Degree, or in lieu of a degree, a High School Diploma or equivalent and 4 years of related experience

Preferred:

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

Required:

- 2 years of administrative experience
- Strong written and verbal communication, interpersonal and customer service skills.
- Demonstrated high level of attention to detail, organizational and time management skills
- Accuracy and attention to detail
- Experience with web content and social media platforms, and analog and digital formatting and distribution of public relations materials such as Canva, mailchimp and Adobe Creative Suite
• Proficient in Microsoft Office including Word and Excel, Adobe Acrobat and Google Apps, and ability to learn and utilize new software
• Ability to take initiative, and work independently and collaboratively
• Commitment to diversity, equity, and inclusion

Preferred:

• 3 - 5 years of administrate experience
• Experience in working in a higher education setting

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

• Constant repetitive motions including fingers, hands, and wrists.
• Visual – normal concentration.
• Lift, carry, push, and/or pull up to 10 lbs.

7. Decision Making:

Responsible for solving routine problems. Refers complex, unusual problems to supervisor. Decisions are guided by established policies and procedures.

8. Supervision Exercised/Received:

This position will receive moderate supervision from the Director of the Center for Teaching and Learning.

Supervisory Responsibility:  Yes  __________  No  x  __________

Number of Employees Supervised:  ____