



OTTERBEIN UNIVERSITY

Job Posting

Job Title: Academic Administrative Assistant
Job Class: Support
Department: Business Accounting and Economics
Reports to: Department Chair
FLSA status: Full-time 37.5 hrs-wk/non-exempt

To Apply: Please email an [Otterbein Employment Application](#), resume and cover letter including salary expectations to hr.jobs@otterbein.edu addressing this position in the subject; FAX 614-823-1511; or mail to Otterbein University, Human Resources, 1 South Grove Street, Westerville, OH 43081. Only submissions with a completed application will be reviewed.

For an Otterbein Employment Application or more information: Please visit <http://www.otterbein.edu/public/About/Careers.aspx>.

BENEFITS at Otterbein include: tuition benefits for employees and their dependents, 4 weeks of vacation, 11 paid holidays, medical, dental, vision, competitive employer contributions to a 403(b) retirement plan, and professional development opportunities.

ABOUT OTTERBEIN UNIVERSITY: Historically progressive. That is the hallmark of Otterbein University and those connected to this private university nestled in the picturesque, historic Uptown Westerville district in central Ohio. Otterbein University was established in 1847, a set of deeply rooted values still guide this model community of leaders and learners. Otterbein has set the pace by providing an educational experience that is progressive, innovative and inclusive. Today Otterbein University enrolls 2,480 undergraduate students in more than 70 majors and 456 graduate students working toward one of six master's degrees or a doctor of nursing practice degree. Students come from towns throughout Ohio and represent 42 states and 11 countries, enriching the campus through their individual and collective diversity. Integrity, humane values and an inherently just, moral compass have guided Otterbein's forward-thinking vision and actions—from its curriculum to its responsibilities as a member of academic, regional and global communities.

SUMMARY: Under the direction of the Department Chair, is responsible for performing a variety of undergraduate and graduate administrative and clerical duties to support the professional activities of the Chair, and full- and part-time faculty in the BAE department. Works under limited direction and has a high degree of independence with respect to performance of duties needed to efficiently manage office operations. The Academic Administrative Assistant is the dynamic point person and face of the office interacting with students, faculty, and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assists Department Chair in matters of University policy and the daily operations of the BAE office.

- Works with Chair to maintain calendar and appointments

- Attends departmental meetings; records, transcribes and distributes minutes.
- Assists Chair in filling open full- and part-time faculty positions
- Assists with course scheduling and updating departmental brochures, catalogs and correspondence.
- Serves as a resource for part-time faculty, including interpreting policies and procedures.
- Maintains confidential faculty and students files
- Assists in preparing confidential materials including grade and student GPA analyses, faculty performance evaluations and promotions.
- Works with University administration and other departments to coordinate interdepartmental activities.

Supports work of department.

- Monitors department budget
- Manages office activities
- Purchases equipment and supplies and utilizes appropriate processes to pay for goods and services
- Submits service requests as necessary
- Performs and coordinates repairs of office equipment, including copier, fax machine, printers, etc.
- Trains faculty and student workers on use of office equipment
- Organizes and administers office computer system, including word processing and spread sheets.
- Serves as receptionist to students, faculty and visitors. Sorts mail for department, answers phones and relays messages or directs caller to appropriate individual/office.
- Maintains office files. Reviews files to ensure that order of paper work in each file is correct
- Makes travel/lodging arrangements for Chair and faculty.

Acts as a liaison between faculty and students (undergraduate & graduate)

- Provides information regarding courses, schedules, degree requirements, etc.
- Assists with making connections between students and faculty.
- Coordinates prospective undergraduate student visitation with Admissions Office and faculty.
- Coordinates prospective graduate student recruitment and orientation with the MBA Director and the Graduate School.
- Coordinates administrative aspect of Internship Program with students, faculty, organizations and the Center for Student Success.
- Interacts with various University departments, both academic and non-academic, regarding students and faculty.
- Records hours earned by each student that have clinical/field hours in the student files.

Provides administrative support to faculty members.

- Orders textbooks for faculty from publishing companies
- Collects syllabi and forwards to Academic Affairs on a semester basis.
- Uses word processor to draft and produce a variety of correspondence and reports for faculty and staff.
- Copies, collates and distributes a variety of materials, class handouts and exams.

Serves as member of Staff Assembly. Attends monthly and quarterly luncheons and meetings. May serve on committees to support the Staff Assembly.

SUPERVISORY RESPONSIBILITIES: Interviews, hires, schedules and trains all undergraduate Work Study students hired by the department. Processes new student hire paperwork and timesheets.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or equivalent and a minimum of three (3) years of directly related administrative and secretarial experience required, including previous experience with computer software.

CERTIFICATES, LICENSES, REGISTRATIONS: N/A

LANGUAGE SKILLS: Must demonstrate excellent verbal and written English skills including grammar.

MATHEMATICAL SKILLS: Must be competent in general math.

TECHNICAL SKILLS: Ability to use microcomputer, a variety of word processing, database, and spreadsheet software, and willingness to learn new software as technology evolves. Ability to operate and oversee a variety of office equipment. Knowledge of general office procedures. Knowledge of bookkeeping procedures; must be able to use general office equipment including office PC, copier, telephone, facsimile machine, etc.

REASONING ABILITY: Must have excellent organizational skills and must be detail-oriented. Must possess excellent customer service skills. Strong interpersonal and supervisory skills. Ability to exercise initiative and independent judgment in unusual or new situations. Must be able to work independently and must retain confidential information. Must possess excellent attention to details; must be a team player and interact collegially with co-workers and other constituencies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear, sit, reach and use repetitive motions of hands and wrists. The employee is occasionally required to stand, walk, stoop or bend. The employee must occasionally lift and/or carry up to 5 pounds. This position requires close vision. Must be able to meet regular and predictable attendance standards.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed in an environmentally controlled office setting;

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Otterbein University is an Equal Opportunity Educator and Employer.

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual

orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission. Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald Director of Human Resources and Legal Affairs
Title IX Coordinator
614.823.1130