

POSITION DESCRIPTION
Academic Department Associate (100%)

POSITION SUMMARY: Administrative/program support to the chair, program coordinators, faculty and staff of the Department of Social Inquiry. The Department of Social Inquiry consists of twelve full-time faculty and a variable number of part-time academic staff in the following programs: Anthropology, Broad Field Social Studies, Global Studies, History, Philosophy, Political Science, Sociology and Women's and Gender Studies. This position also supervises the department's student workers. This position supervises a wide variety of activities, including faculty and student contacts, that require a significant degree of independent thinking, decision-making, and action under the conditions of limited supervision and is expected to initiate and insure the continuity of numerous department procedures and activities. This position is supervised by the Chair of the Social Inquiry.

30%**A. Provide administrative and department support to the department**

1. Provide information and referrals regarding University and Department policy and procedures to students, faculty and staff, office/agencies of the University and the general public.
2. Process confidential data (e.g., recommendations for retention/non-retention, applications for promotion in rank and tenure, recommendations for salary adjustments, post-tenure reviews)
3. Attend department meetings; take, compile and distribute minutes. Attend workshops, seminars and other meetings relating to department interests
4. Coordinate faculty/staff meetings with other disciplines and administration personnel
5. Act on behalf of chair, coordinators and faculty to ensure that required reports, university forms, requests from other disciplines, and the like, are submitted in order to meet regulations and deadlines
6. Distribute class rosters, if necessary; sick leave reports; office/class schedules; and other required forms
7. Establish for students the possibility of obtaining waivers for courses, prepare, and sign forms. Assist students in obtaining faculty signatures, appointments and computer network course information
8. Develop and maintain department/program filing systems and confidential personnel files for department's faculty, academic and classified staff
9. Proctor and collect individual student exams at instructor request. Receive and deliver individual assignments and other course work
10. Computer literacy is required. Must be capable of competently using all wide area Internet, local campus systems and software. Assist personnel in solving access and other related problems

25%**B. Manage the departments' budgets**

- I. Reconcile budget reports. Resolve discrepancies, prepare monthly summary and distribute to members of the departments. Analyze and apprise chairs and program coordinators of future expenses and status of S&E and other departments' funds

2. Verify invoices. Prepare interdepartmental transfers. Calculate and charge each department account for expenses mutually incurred. Devise and maintain department accounting system for office expenses, phones and duplicating expenses
3. Obtain price quotes from off-campus office equipment vendors; prepare bids, purchase orders and requisitions. Maintain inventory of office and departmental supplies. Prepare and sign orders to central stores
4. Conduct and track on-going physical inventory and maintenance contracts for all SI computer equipment, software, phones, office machines and furnishings in departments' and faculty offices, work rooms and labs
5. Prepare or assist in preparing requests for faculty leave and travel and travel expense reports. Keep log of faculty travel
6. Prepare and process honoraria, work orders, equipment service reports, sales tax exemption forms and the like

15%**C. Coordinate departments' course scheduling**

- I. Assemble detailed course scheduling information for coming academic year for Anthropology, History, Philosophy, Political Science, Sociology, and Women and Gender Studies programs. Organize and coordinate data insuring it is complete and that no conflicts for students or faculty exist
2. Assign appropriate classrooms according to capacity and type of class, resolve classroom/time scheduling conflicts. Enter cross listed courses for all affected program areas.
3. Enter complete course schedule in computer
4. Monitor throughout the year and enter any changes, additions or deletions to the schedule as they occur. Promptly inform relevant faculty, campus offices and students of changes
5. Compile consecutive lists of courses to be offered in the next two years for publication in course schedule

2%**D. Coordinate the departments' catalog copy**

- I. Obtain catalog revisions from chairs, program coordinators and faculty
2. Compile/assemble department's major/minor and course description copy
3. Proof read/edit copy. Prepare and distribute rough drafts, enter necessary changes
4. Prepare and forward final drafts to University Relations and Registrar's Offices
5. Maintain on-going file of corrections/changes for future catalogs

3%**E. Coordinate the departments' recruitment and hiring**

- I. Prepare/facilitate authorizations to fill a vacancy, position descriptions and advertising

2. Obtain cost estimates and place advertising
3. Acknowledge receipt of applications and nominations. Forward related Affirmative Action documents
4. Maintain search/applicant files and correspond to applicants the results of the search
5. Prepare contracts for full and part-time instructors

5%

F. Process departments' course evaluations

1. Prepare packets for course evaluations and distribute to faculty
2. Process confidential mid- and end-of-terms student replies for each course surveyed. Many different types of forms are used according to instructor preference
3. Calculate numerical average and type essay responses for each class. Distribute results to instructor and department chair

10%

G. Manage the departments' office

1. Accept faculty/staff phone messages and deliver promptly, when necessary
2. Post in a prominent place, notices of meetings, deadlines and other pertinent announcements
3. Provide student biographical data upon request

5%

H. Supervise student employees

1. Direct and assist students regarding UW-S and departments' procedures and requirements
2. Interview, train and supervise work study/student assists. Prepare contracts. Organize and plan their work and schedules. Monitor and approve time sheets. Monitor status of accounts.

5%

I. Assist with physical building needs

1. Forward request and make out work orders for building repairs/refurbishing needs
2. Supervise Swenson mailroom for residents. Assign mailboxes, arrange for sorting of mail daily, supervise parcel deliveries
3. Administrate duplicating equipment in work rooms. Order repairs and make minor repairs/adjustments
4. Order copier supplies and request maintenance, when necessary
5. Run billing procedure four times per year for copies—third floor copiers
6. Issue building key requests

7. Support upkeep and correction of building directories, especially as they pertain to third floor
8. Assist building coordinator and custodian in planning cleaning schedules, fire drills, locking and unlocking doors, and in fulfilling general residents' and visitors' needs in the building as they arise

Knowledge and skills

Knowledge of computer skills including but not limited to Windows (current version), Excel and MS Word, PeopleSoft, CommonSpot, WISDM and any other programs the campus uses for scheduling, budgeting and other necessary tasks. Knowledge of network computing- Internet and UW-S systems. Strong verbal and interpersonal skills. Strong written communication skills. Budgeting, accounting and record-keeping skills. Ability to prioritize and delegate departmental duties.