July 2010

Health & Human Performance Department

POSITION DESCRIPTION
ACADEMIC DEPARTMENT ASSOCIATE

POSITION SUMMARY: This position serves as Administrative Assistant to the Health & Human Performance Department Chair and is the Office Manager with advanced clerical work involving an above average degree of difficulty. It serves as the coordinator for all Ad Hoc, LTE, Student Assist and Work-Study positions in the Health & Human Performance Department under the general supervision of the Department Chair. This position is responsible for technical assistance in the ongoing preparation and planning for projects within the department. It has a high level of freedom in the selection of methods and procedures in accomplishing the assigned tasks. The position requires independent decision making and a degree of personal and procedural control over the nature and scope of the tasks to be performed. It requires an understanding of budgeting, short term planning and long range planning. This position performs its tasks independently and reports results to the Health & Human Performance Department Chair. Confidentiality and professionalism are essential.

25% A. Administrative Assistance
1. Coordinate and maintain catalog copy, course schedules (Peoplesoft), major/minor advising documents, textbook orders and forms distribution rack.
2. In the absence of the Chair, maintain the office operations in as normal a manner as possible by providing information and assistance to those requesting it with the constraints as established by the Department Chair.
3. Secretary for the Search and Screen Committee for the Department of Health & Human Performance. Keep accurate files of all applicants and insure affirmative action/university policy regulations are adhered to.
4. Distribution and maintenance of course evaluations, class rosters, grade sheets, and class assignments.
5. Maintain student records for the department. (Holds, administrative drops, etc.)
6. Maintain an on-going publicity program that informs the university community of departmental activities.
7. Process appointments for ad hoc personnel within the department. Make inquiries to previous instructors of courses to see if they wish to teach for next semester.
8. Provide training and support for all ad hoc personnel.

25% B. Budget and Cost Control
1. Assist in the preparation of the department budget including determining staffing plan.
2. Monitor department expenditures using WISDM.
3. Maintain detailed budget ledgers for the Health & Human Performance Department / Community Service and Phy Ed Lab Fee accounts.
4. Monitor department’s on-going operating costs and inform Department Chair of deficits or savings relative to the budget.
5. Process/monitor all department travel expense forms.
6. Prepare reports as needed to document department spending and to plan for future fiscal needs.
7. Maintain inventory of all department computers, office machines and other classroom equipment.
8. Responsible for all starting cash and cash deposits into appropriate accounts.

20% C. Purchasing/Pro Card Coordinator
1. Manage department’s pro cards, keeping all pro card statements in accordance with university policies.
2. Responsible for purchase of specialized equipment for wellness and fitness classes. (Example: Computerized body composition machine, treadmill with monitor.)
3. Prepare and process purchase requisitions for the department.
4. Responsible for purchasing all needed classroom and office supplies.
5. Order expendable equipment used in various classes. (Example: Balls, rackets, archery, golf.)
6. Order equipment and other items necessary for the maintenance of the Exercise Physiology Lab.

15%  **D. Serve as IT Help for the Health & Human Performance Department**
1. Train faculty and staff on computer and classroom technology.
2. Train faculty and staff to use Peoplesoft (E-Hive), WISDM and, Chalk and Wire.
3.Troubleshoot department's computers and repair problems if possible.
4. Attend IT training for all new and updated software programs that will aid in training department faculty and staff.
5. Obtains specifications for computers and prepares order to send to CMS for approval.
6. Recommends software for use by department's faculty and staff.
7. Calls appropriate IT area for assistance with computer related problems.
8. Maintain and update department's computer inventory.
9. Create e-mail distribution lists of all department student workers or classes to notify them of changes in schedules, time sheet due dates, etc.

10%  **E. Scheduling**
1. Schedule rooms for all HHP/SPED and EC classes. Work with other Department ADA’s in schedule conflicts for classes in MWC and HHP classes elsewhere on campus.
2. Maintain calendars within the building and on the web.

5%  **F. Office Management**
1. Provides departmental program information to appropriate clientele.
2. Interview, hire, train, schedule and supervise work study / student assistants to various work areas. Evaluate students work performance and make reports to Financial Aids office.
3. Maintain department records which include: personnel files, major/minor listings, grade rosters, and, Chalk and Wire artifacts.
4. Preparation of announcements, correspondence, tests and minutes for department.

**KNOWLEDGE/SKILLS:**

Knowledge of computer software: Microsoft Office, Peoplesoft, WISDM, scanning software, Chalk n Wire, and various testbanks.

Ability to demonstrate and instruct staff on the latest versions of computer software.

Knowledge of modern office practices and procedures.

Strong knowledge of accounting and budgeting.

Effective written, oral, and communication skills.

Knowledge of Physical Education/Health policies and procedures.

Ability to research, analyze and interpret information and communicate to a variety of individuals.

Interpersonal skills required to be an effective team member, working cooperatively with supervisor, department staff, and colleagues across the University.