Position Summary:

This position is supervised by the Chair of Human Behavior, Justice and Diversity, with consultation and work direction from the Coordinators of the Psychology and Legal Studies Programs, and is responsible for performing specialized administrative and office functions. This position requires a resourceful person with sound independent judgment, including the ability to delegate and prioritize work assignments, seize the initiative around office problem-solving, make decisions independently and perform numerous ongoing activities that require little supervision.

95%

A. Provide Administrative Support for the Legal Studies and Psychology Programs.

Support for instruction:

1. Enter all Legal Studies and Psychology course scheduling information into the PeopleSoft program.

2. Manage specific academic deadlines, like mid-semester and end of semester course evaluations, submission of grade sheets, office schedules, etc.

3. Oversee completion, copying and distribution of course syllabi, as requested by faculty, for all Legal Studies and Psychology courses each semester.

4. Collect and store (electronic copy) of course syllabi for all Legal Studies and Psychology courses each semester.

5. Oversee the confidential completion and copying of course examinations as requested by Legal Studies and Psychology faculty.

6. Collate and produce reports on all student course evaluations (mid-term and end of semester) for each Legal Studies and Psychology course.

Support for Program functioning:

7. Greet visitors; provide information; and answer questions regarding University, Program and Departmental regulations, policies, and procedures, etc., via telephone, correspondence, fax, face-to-face contact and e-mail.

8. Receive and refer phone calls or other requests from students to appropriate program faculty, post cancelled classes as requested by faculty, be a message forwarding point when program faculty are traveling or off campus on university business.

9. Advise the programs’ faculty on procedures regarding travel and assist them in filing their travel expense reports.

10. Provide support as requested to advisors of Legal Studies and Psychology student activities and groups, for example, preparing for annual field trip to APA, working with Mock Trial advisor, or establishing annual Law Day activity.

11. Support for Search and Screen Hiring in the Two Programs:

Provide support to Search and Screen Committees related to the hiring of new and
replacement faculty in Legal Studies or Psychology. All of these activities would be done under the direction of the Search and Screen Chair (with approval from Department Chair) for a given search. This would be an assistive role.

a. Assist committee in following University recruitment and hiring policies and procedures;

b. Assist committee in developing position description in accordance with University’s Affirmative Action policy;

c. Assist Chair of Search and Screen in obtaining approval from the Affirmative Action officer of position description and advertising;

d. Forward approved advertising by deadlines.

e. Acknowledge receipt of all applications and nominations for position;

f. Send position description, other relevant information, and the Affirmative Action Verification form to all applicants and nominees.

g. Monitor affirmative action report.

h. Maintain ongoing file of hiring procedures.

i. Respond to written and telephone inquiries on search as directed by Search and Screen Chair.

j. Transmit names of those candidates to be interviewed/considered to the Affirmative Action Office and the Vice Chancellor.

k. Request reimbursement for interview expenses.

l. Maintain search/applicant files.

m. Correspond the results of the search to applicants/nominees.

12. Maintain confidentiality about student information and maintain student and Program files as directed by each program Coordinator.

13. Assist the USPA by providing information for departmental records for the two programs for personnel material, course evaluations, course scheduling, grade rosters, etc.


15. Schedule rooms for all Legal Studies and Psychology Program meetings and provide support for such meetings as requested by Program Coordinators.

5%

B. Program Purchasing

1. Provide Departmental USPA with documentation for all Legal Studies and Psychology Program purchases.

2. Order and maintain inventory and related records and/or reports for office equipment and supplies for the program offices.

3. Contact vendors for price quotes on office equipment, furniture and supplies. Make arrangements with vendors for demonstrations of equipment.
4. Prepare bids and purchase orders for equipment and supplies, using current guidelines issued by the UWS Business Office.

5. Prepare and process purchase orders, credit card orders, honoraria, parking permit requests, work order requisitions, etc., and obtain necessary additional information and corrections as needed.

Knowledge/Skills:

1. Computer skills; PeopleSoft, WISDM, WordPerfect 8.0 or higher, Minitab, Microsoft Office Suite;

2. Operation of office equipment: photo copier, fax machine, adding machine, and voice mail. Keep all office machines in working order, reporting breakdowns/ malfunctions.

3. Skills in office procedures and practices. Be able to work independently, have good organizational ability and strong interpersonal and human relations skills. Ability to diplomatically prioritize faculty demands on time is a necessity. Act as a conduit for necessary information and work amicably with a variety of personalities.

4. Maintaining confidentiality and professionalism is essential.