Position Summary: The person in this full-time Academic Department Associate position reports to the Department Chair and assists the chair and Educational Leadership staff with planning, assigning and guiding activities of the department. The Academic Associate also supports the University Certification Office, the Office of Field Experience and the TED advisors. The position serves as the initial contact for potential and current students providing guidance to them with information and/or guiding them to the proper resources. To help the three programs function efficiently and cohesively with students, the University community, and public school communities, the Academic Associate must keep abreast of Department, University, System and DPI rules and regulations. The Academic Assistant must be able to schedule and supervise office support staff, schedule work flow to meet appropriate deadlines, schedule and take minutes at various meetings, monitor department budgets, update department websites, and work independently and make decisions with minimal supervision.

A. (50%) Provide Administrative Support to the Chair and Teacher Education Coordinator.

1. Coordinate and schedule departmental work with the Chair and/or Teacher Education Coordinator and maintain daily contact to update Chair of progress on assignments to ensure that work is completed on schedule.
2. Process all student applications into the Educational Leadership Department.
3. Process and file scores for all Pre-Professional Skills Test (PPST). Notify students whether or not they have passed the tests and if not, which portion(s) of the test they need to retake. Supply listing of students and test scores to appropriate parties.
4. Oversee the Comprehensive exam for all EDAD students.
5. Develop and organize agendas, minutes, and meeting materials for Department meetings, Teacher Education Advisory Committee, EPAC meetings.
6. Compose correspondence and provide word processing support.
7. Work with chair and programs in preparing catalog copy. Maintain an ongoing file, making corrections for the next catalog.
8. Assist programs in preparing accreditation documents. This includes collection of necessary dates and reports and maintaining electronic and hardcopy document rooms.
9. Make room reservations and food service arrangements for Department workshops, meetings, and special events.
10. Assist with updating department websites.

B. (20%) Provide administrative support in Budgetary Management activities to the department of Educational Leadership.

1. Assist Department Chair in budgeting and administration of Department’s fiscal resources. Develop an accepted reporting system to Department Chair so that she (or account custodian) is notified of balances for each account. Recommend budget allocations for various accounts based upon previous year’s budgets and projected expenditures.
2. Manage Department budget and all cost centers including grants. Assist chair and faculty in accessing Foundation Accounts. Order or monitor ordering of supplies, services, and maintenance; and prepare purchase requisitions, honorarium payments, and travel expense reports.
3. Serve as site manager for Procurement Card Program: Establish, implement, and administer departmental procedures for Procurement Card Program. Manage purchases, reconciliation, and record keeping for all card purchases.
4. As department “travel coordinator” review requests for leave and travel, purchase requisitions, honorarium payments, and travel expense reports submitted by staff to make necessary adjustments in such items as lodging maximums, mileage reimbursement, and supplying of additional justification for payment before forwarding on to the Chair for approval.
5. Coordinate payments and budget transfers for expenditures shared with other campus offices.
6. Act as primary contact person for questions from the Business Office pertaining to account transactions. Investigate and respond to problems.
7. Prepare monthly summaries for all budgeted accounts. Alert the Department Chair to possible budget problems, needs, and suggested solutions.

C. (10%) Coordinate Department Staffing Activities and Manage Personnel Files for department.

1. Prepare all personnel forms for faculty and staff, compiling materials and data pertinent for review.
2. Review faculty sick leave reports for completeness and accuracy before forwarding to the chair for approval.
3. Coordinate office relocations and associated telephone/computer support
4. Interview, recommend for hiring, train and supervise student assistants.
5. As needed, help support and coordinate department search activities.
6. Maintain personnel files for Department employees.

D. (20%) Manage the central office activities of the department, and assist in Administrative Processes to ensure the smooth flow of all department responsibilities

1. Monitor calendar to anticipate reports and other materials required by the Department Programs, University Administration, System Administration, and DPI, and initiate/coordinate action with Department to ensure that all appropriate processes are completed on time. Examples include, but are not limited to class scheduling, textbook ordering on-line, personnel appointment requests, grade rosters, sick leave reports, catalog copy, administrative drops, information needed for DPI reviews and/or System lateral audits.
2. Manage office procedures which includes assigning various projects and written work submitted by faculty to LTE and student workers and monitor work flow so that work gets completed efficiently and on time, overseeing the purchase of office equipment and supplies, overseeing inventory and equipment maintenance, maintaining filing system of Department records, training/advising office personnel and faculty on use of office equipment and systems.
3. Monitor and maintain professional atmosphere in the office, ensuring that office and phone coverage is maintained in office during regular working hours.
4. Advise staff on procedures regarding travel, purchasing, personnel policies, and other Department, University, and System policies.
5. Review travel expense reports for complete information prior to submitting to campus travel representative. Distribute checks when received.
6. Utilize “PeopleSoft” system for tracking and maintaining student records and inputting and maintaining course schedule information.
7. Work with Chair to develop course schedules. Input course schedules in PeopleSoft system. Resolve classroom and time conflicts. Supervise/train office staff in using the PeopleSoft system.
8. Initiate student evaluation of instruction process at the end of the academic and summer semesters. Compile student responses and type of summaries while maintaining student confidentiality.

KNOWLEDGE / SKILLS:
- Computer skills: Microsoft Office, PeopleSoft system, WISDM system, webpage, Outlook email systems
- Be able to work independently, having excellent organizational skills and the ability to prioritize tasks.
- Interpersonal skills required to be an effective team member. Maintain a positive and professional work atmosphere
- Physical ability to work in an office setting, working on a computer for long periods of time.
- Physical ability to lift up to 25 lbs at a times
- Able to adjust work schedule to occasionally work evenings.