UW-Superior

POSITION DESCRIPTION

ACADEMIC DEPARTMENT ASSOCIATE (80%)

POSITION SUMMARY: The Academic Department Associate provides administrative/program support to the department chair, faculty, program coordinators 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 instructional academic staff in the following programs: Anthropology, Broad Field Social Studies, Global Studies, History, Philosophy, Political Science, Sociology and Gender Studies. 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. Scheduling of hours will differ between the academic year and the summer. This position is supervised by the Chair of the Department of Social Inquiry.

Work Duties:

Administrative department management and support

• Coordinate faculty/staff department meetings including; posting and distribution (electronically) of meeting notices, agendas and minutes; attend department meetings and take minutes; attend campus workshops, seminars and other meetings relating to department interests

• Act on behalf of chair, faculty and program coordinators to ensure that required reports, university forms, requests from other disciplines, are submitted to meet regulations and deadlines

• Assist students and other guests; may include assistance with the preparation of forms, obtaining faculty signatures, securing appointments, provide general campus and department information and referrals and reviewing electronic course information. Referrals for Open Records information must be forwarded to the campus Open Records Officer.

• Develop and maintain department/program filing systems and confidential personnel files for department’s faculty, staff; process confidential data (e.g., recommendations for retention/non-retention, applications for promotion in rank and tenure, recommendations for salary adjustments, post-tenure reviews)

• Coordinate departments’ course scheduling and electronic catalog; assemble and organize detailed course scheduling information; resolve course scheduling conflicts; ensure courses are cross listed if necessary; maintain comprehensive list of all department course offerings. Assign appropriate classrooms according to capacity and type of class
• Compile/assemble departments major/minor course descriptions, along with revisions; proof and edit then forward final draft to University Marketing and Communications department and the Registrar’s office.

• Proctor and collect individual student exams at instructor request. Receive and deliver individual assignments and other course work

• Assist in preparing requests for faculty leave and travel expense reports (TER) following the campus Travel Policy. Keep log of faculty travel.

• Manage and reconcile department budget reports through the use of online accounting tool (WISDM). Resolve discrepancies, run monthly WISDM report; distribute to department members as necessary informing chairs and program coordinators of future expenses and status of S&E and other departments’ funds.

• Manage department A/R and A/P; verify invoices; prepare interdepartmental transfers; process chargebacks for expenses mutually incurred.

• Obtain price quotes from off-campus office equipment vendors in consultation with campus IT Department; purchase orders and requisitions. Maintain inventory of office and departmental supplies; prepare orders to central stores.

• Conduct and track on-going physical inventory and maintenance contracts for all Social Inquiry computer equipment, software, phones, office machines and furnishings in department, faculty offices, work rooms and labs

• Prepare and process miscellaneous forms such as; honoraria, work orders, equipment service reports, sales tax exemption, and key request forms

• Provide administrative assistance with department search and screen committees; prepare authorization ‘to fill’ forms; review and update position descriptions; establish vacancy advertising; acknowledge receipt of applications and nominations via Talent Acquisition Management (TAM); using TAM, maintain search/applicant files and correspond to applicants; prepare recommendation forms to appoint/reappoint for full and part-time instructors

• Process departmental 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 evaluation (Many different types of forms are used according to instructor preference); 3.)Calculate numerical average of evaluations; 4.)Distribute results to instructor and department chair.

• Supervise student employees; interview, train and supervise work study/student assists. Prepare contracts; organize and plan work schedules. Monitor and approve payroll via the online HR payroll system.

**Knowledge/Skills/Abilities**

• Knowledge of computer skills, including but not limited to Windows, Excel, Outlook, MS Word
• Ability to learn and become proficient in campus software programs used for scheduling, budgeting, hiring and reporting
• Strong verbal and interpersonal skills
• Strong written communication skills
• Budgeting, accounting and record-keeping skills
• Ability to organize, prioritize and delegate as necessary
• Ability to interpret and follow shared governance and faculty/academic staff and university staff personnel guidelines and procedure