

## POSITION DESCRIPTION

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**TITLE: Office Administrator – Academic Affairs - (Exempt)**

### **Collective Bargaining - Ineligible - Confidential**

**Definition** - The Board approved definition of a confidential employee is an employee who has access to confidential or discretionary information regarding legal advice or the development or formulation of policy or procedures pertaining to labor relations or budget formulation and implementation; OR, whose functional responsibilities or knowledge concerning employee relations makes the employee's membership in an employee organization incompatible with the employee's duties; OR, who performs the functions of an executive secretary/administrative assistant/office administrator to the president, vice president, or dean [CEO and/or Officer] of St. Mary's College as defined by the Board of Trustees of St. Mary's College of Maryland.

**This is a confidential position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.**

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### **JOB SUMMARY:**

This position reports directly to the Associate Vice President for Academic Affairs (AVPAA) and is responsible for providing a variety of professional and administrative duties in support of the day-to-day operations of the associate dean's office. Provides professional support and assists in programming planning and development. Must interpret, monitor, and analyze information regarding operating policies and procedures and coordinate academic matters. Must be well organized and possess strong professional and administrative skills. Works independently with minimal supervision and exercises considerable discretion and judgment in all work areas. Must be able to handle confidential and sensitive issues. May supervise student employees.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Responsible for following the policies and procedures as defined in the employee handbook.
- Independently plans and carries out work assignments provided by the AVPAA in accordance with established policies, but consults the AVPAA when unusual situations arise to seek guidance.
- Monitors and reconciles multiple budgets in Academic Affairs, including Faculty Development and Curricular Development.
- Plans, develops, organizes and implements innovative methods and procedures for day-to-day office operations.
- Establishes work priorities and coordinates them to meet deadlines to ensure an efficient workflow for the office.

**Position Description**  
**Office Administrator – Academic Affairs**  
**Page 2**

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- Uses computers and appropriate software applications to develop, use and maintain databases and prepare reports and correspondence.
- Assists visitors who come into the office and directs them to the appropriate office and/or persons as necessary.
- Prepares and submits payroll for office work-study students and contractual employees.
- Assumes responsibility for providing timely, appropriate responses to faculty, staff and student requests for current information on various subjects or those requiring historical knowledge.
- Prepares correspondence and reports for or on behalf of the AVPAA, some of which may be of a confidential or sensitive nature.
- Manages all aspects of the Office of the AVPAA including telephone coverage, assists the caller, and takes appropriate messages for the AVPAA.
- Schedules appointments, makes other meeting arrangements, and maintains an electronic calendar for the AVPAA and has proxy authority for e-mail.
- Responsible for processing requisitions, expense transfers, budget transfers, expense account forms, purchase card logs, honoraria, catering invoices and foundation disbursement forms.
- Prioritizes, sorts, and distributes all incoming mail for the Office of Academic Affairs.
- Coordinates external reviews of academic programs.
- Responsible for logging and maintaining all confidential records of academic misconduct, both in electronic and hard-copy format.
- Publicizes and assists with event planning, including catering, space reservations, and logistics for events sponsored by the AVPAA.
- Responsible for various aspects of St. Mary's Projects, including planning, organization, implementation, and advertisement of the SMP Poster Session.
- Prepares and distributes letters to students on the Dean's List (twice yearly) and St. Mary's Scholars.
- Contributes to planning and preparation of Awards Convocation. Manages general College awards.
- Coordinates Teaching Excellence Workshops (organization and implementation of all logistics).
- Works in collaboration with the Associate Deans on New Faculty Orientation.
- Maintains and updates web and Portal content relevant to SMPs, external academic program reviews, new faculty orientation, and faculty development.
- Provides supplementary support to the Office of the Vice President for Academic Affairs and Dean of Faculty and the Office of the Associate Deans as needed, including but not limited to administrative projects with the Executive Assistant.

**Position Description**  
**Office Administrator – Academic Affairs**  
**Page 3**

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- Arranges and coordinates travel plans as required which may include making overnight accommodations and automobile rental, and airplane reservations for the AVPAA.
- May take minutes for various meetings as needed.
- Commencement/Convocation – may assist with ceremonies as needed.

**MINIMUM QUALIFICATIONS:**

- Education: High school diploma or GED equivalency with successful completion of courses typing/word processing, data entry, spreadsheets, and microcomputer systems. Bachelor's degree preferred.
- Experience: At least seven years of full-time employment in the secretarial/administration field.
- Strong verbal and written communication skills are essential; editing experience is desirable. Must have good organizational skills and attention to detail.
- Thorough working knowledge of modern office practices/procedures, various computer software packages, (i.e. word processing, spreadsheet applications, data base management, graphical and presentation software) and cloud computing.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.