

BURMAN UNIVERSITY  
**JOB DESCRIPTION**

<b>JOB TITLE</b>	Administrative Assistant and First Year Academic Advisor
<b>DEPARTMENT</b>	Faculty Dean
<b>CATEGORY</b>	<input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Salary
<b>CLASSIFICATION</b>	Individual Contributor III
<b>REPORTS TO</b>	Faculty Dean
<b>DATE LAST REVISED</b>	Oct 26, 2018

### POSITION SUMMARY

To provide direct administrative and office management support to the Dean of the Faculty of Arts and Social Sciences and to members of the Faculty as directed by verbal or written instruction. Responsible for advising first-year students in planning their academic schedules for their first year of study, and assisting with first-year student orientation.

### ESSENTIAL JOB FUNCTIONS

#### *Administrative Assistant*

- Assist the faculty dean by carrying out delegated tasks
- Assist program chairs by carrying out delegated tasks
- Courteously receive and screen all in-bound calls, emails, and visitors
- Assist and provide information to students
- Train and supervise student office help
- Assist with correspondence, memos, proofing documents, etc. as requested
- Arrange and facilitate meetings/appointments
- Complete expense reports, prepare purchase orders, track budget and other monetary duties
- Maintain faculty files
- Review, evaluate and distribute all incoming and outgoing mail
- Coordinate photocopier maintenance and order supplies
- Coordinate distribution of all keys for West Hall
- Be responsible in conjunction with the dean for West Hall building safety and safety procedures
- Maintain a high level of confidentiality in all interactions
- Maintain and monitor office supply inventory levels and place orders as required
- Perform other tasks as deemed appropriate and necessary to the efficient functioning of the Faculty as requested by the dean
- Maintain membership and involvement in related professional organizations to enhance professional development
- Perform other related duties as assigned by the Registrar or Vice President for Academic Administration

#### *First-year Advising*

- Contact assigned new students and assist them in planning their first-year course schedules
- Work with departments to meet the needs of the first-year student
- Be a member of the Student Intervention Team (SIT) committee and assist the committee with all first-year students who are referred to the committee

- Be available to all assigned first-year students for academic counseling throughout the academic year
- Instruct assigned first-year students on the functionality and use of the Student Portal
- Assign faculty advisors to first-year students at the beginning of their second term
- Be a member of the Retention Committee.

## **JOB STANDARDS AND REQUIREMENTS**

### **EDUCATION/TRAINING**

- Bachelor Degree, Arts or Humanities preferred
- Training in the area of advising and administration is an asset

### **EXPERIENCE**

- Minimum of two years related administrative experience
- Preferably a minimum of 1 to 2 years' experience in university student advising
- Experience with computer and data base programs (Word, Excel, etc.)

### **SKILLS & RESPONSIBILITIES**

- Ability and desire to remain current on issues related to academic and career placement and student placement activities
- Ability to work with a diverse student population and staff as a team member of Registrar Services
- Strong interpersonal and writing skills to deal effectively with various University personnel and the community
- Communications are generally difficult and/or of a sensitive nature, often requiring tact, judgement and courtesy
- Work often requires analysis and assessment of problems that are broad in nature
- Demonstrated creative and innovate approaches to problem solving, and ability to make many work-related decisions. Generally work assigned is usually covered by general instruction or accepted practices. Able to take initiative.
- Provides guidance, coaching, and/or advice to others and provides basic supervision and direction to student workers.

### **EFFORT & ADDITIONAL ATTRIBUTES**

- Work involves a moderate degree of alertness and concentration to complete job tasks.
- Ability to exert light physical effort (up to 5kg)
- Ability to work a flexible schedule to accommodate student and programming needs
- Detail focused, work has an impact within the faculty, the registrars' office, and with students.
- Ability to deal with difficult or unusual circumstances
- Ability to work well under pressure
- A member of the Seventh-day Adventist Church in good and regular standing
- Passionate about Adventist education supporting the vision and mission of Burman University