



## **ADMINISTRATIVE ASSISTANT TO THE DEAN OF ACADEMICS**

### **FULL-TIME CONTRACT POSITION**

Eastern Gateway Community College has an opportunity for an experienced Administrative Assistant. We are currently accepting applications for the *Administrative Assistant to the Dean of Academics*. This position will be based at our main campus located in Steubenville, Ohio.

Under direct and indirect supervision, the Administrative Assistant to the Dean provides executive secretarial and administrative support services to the Dean, provides and coordinates secretarial support for full-time and adjunct faculty, manages the daily operation of the department office, maintains successful interaction with students, faculty and staff, as well as external personnel in other colleges, businesses and industries, high schools and the general public.

Eastern Gateway Community College offers a generous benefit package, including, medical, vision, dental, short-term/long-term disability, sick/vacation leave and life insurance. Salary is based upon experience and commensurate with our salary administration plan.

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

- Support dean as administrative assistant.
- Assume responsibilities of office manager for department, including dean, full-time and adjunct faculty; follow college policies and procedures.
- Serve as department liaison between dean, faculty, administration, staff and students.
- Type, process, distribute semester course schedules and aid with staffing; type and submit frequent schedule changes to Provost's office.
- Notify instructors of course cancellations, print cancelled course rosters and deliver to enrollment specialists for students to be notified.
- Issue adjunct, auxiliary, supplemental, and overload contracts.
- Maintain current inventory of desk copies for faculty use, including directly ordering from publishers.
- Distribute and receive Book Adoption forms for faculty desk copies, and route to bookstore.
- Assist students/faculty with questions, complaints and concerns; notify dean as necessary.
- Attend department meetings and post minutes.
- Create and maintain active files of full and adjunct faculty; collect all data necessary for faculty approval, as well as arranging for access to email, Self-Service, Blackboard and computer systems, and notifying instructors of log-in information.
- Maintain database and files of resumes of potential future instructors.
- Route faculty and student computer access issues to proper help destinations.
- Maintain dean's appointment calendar.
- Receive and screen incoming internal and external telephone calls for the dean.
- Post information such as class cancellations, absences and related program/department information.
- Accept messages from students and notify faculty of related issues, for both online and traditional courses.
- Deal with personal student and faculty records with complete confidentiality.

- Maintain files of course syllabi, first tests, final exams, and share with instructors and Google Drive as needed.
- Assist in research and compilation of various reports at the dean's request.
- Make necessary registration and travel arrangements for dean and faculty.
- Collect, sort and distribute department mail, including dean and faculty.
- Coordinate YSU Power Plant program with Tech Services and students, and reserve room.
- Provide information to students and interested parties regarding college, programs available, and department, and direct inquiries to appropriate college personnel.
- Assist students regarding course availability, faculty schedules and office hours, form submissions and related items. Direct students to necessary areas for assistance.
- Maintain files of advisory committee meetings and minutes.
- Order department supplies for dean's office and faculty, and maintain inventory.
- Type and process purchase requisitions, check requests, travel reimbursements, other necessary forms for department.
- Process faculty leave forms, as well as academic forms such as Academic Withdrawals, Academic Drops, Grade Change, Incompletes, Degree modifications, Graduation Candidacy forms, proficiency examinations, etc.
- Compose and type general correspondence for dean and faculty.
- Perform a wide range of detailed office management and secretarial duties in an accurate and speedy manner; operate copy, fax and scan machines.
- Coordinate with CCP Director making sure classes are listed on semester schedule, faculty are approved and listed, process contracts for EGCC instructors, and maintain current book usage.
- Coordinate with IBEW to register students, reserve rooms, process contracts, and provide books.
- Assist with college related activities.
- Other duties as assigned.

**EDUCATION AND EXPERIENCE:**

- Must have a minimum of a two-year Associate degree.
- Experience in secretarial and office management skills.
- Must be proficient in usage of Microsoft Office
- Excellent communication in both oral and written form.
- Able to multi-task, and work without direct supervision.
- Possess excellent interpersonal and organizational skills.
- Able to deal with diverse groups of people with diplomacy, sensitivity and confidentiality.
- Must be responsible and dependable.

**SKILLS AND ABILITIES:**

- Excellent verbal and written communication skills;
- Interpersonal skills needed to deal effectively and courteously with students, administrators, the public, and academic and technical faculty.
- Sensitivity to the expectations of students, faculty, and staff.
- Excellent computer skills
- A demonstrated sensitivity to diversity and multicultural issues.
- Must be self-motivated
- Must display a commitment to the philosophical mission of the college.

**For consideration, please send a letter of intent, a resume and the contact information of at least three (3) professional references to:**

Human Resources  
Attention, Kim Johnson  
Eastern Gateway Community College  
4000 Sunset Boulevard  
Steubenville, OH 43952

Those wishing to send materials via email, please send to:     [careers@egcc.edu](mailto:careers@egcc.edu)

Internal applicants, please include your Employee ID number in your letter of intent.

Eastern Gateway Community College does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, disability, veteran status, military status, gender identity or expression, genetic information, or sexual orientation. The College will promote equal opportunities to all employees, applicants for employment, students, and student applicants for admission to the College through a positive and continuing affirmative action program. Eastern Gateway Community College will fully comply with all federal, state, and local laws and regulations to guarantee equal opportunities. All contractors of this College will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action. Eastern Gateway Community College is an equal opportunity institution.