

Administrative Assistant

Department of Kinesiology

POSITION SUMMARY:

The full-time position manages the departmental office and assist the chair, faculty and students in the day-to-day operations of the academic department.

ESSENTIAL FUNCTIONS:

Expectations for this position will include, but are not limited to:

- Support department chair in daily operations of the department.
 - Manage the semester class schedules and room space
 - Supervise student workers assigned to the department.
 - Purchase and maintain supplies for department.
- Execute overload and adjunct contracts for faculty and adjunct faculty
- Serve as building manager for the Kinesiology section of Cockroft Hall.
- Provide chair and faculty with support during orientation, registration, recruitment and retention activities
- Assist with extracurricular departmental activities, specifically the registration and implementation of the Homecoming 5K.
- Monitor departmental budget

OTHER RESPONSIBILITIES

Other duties as assigned by the chair of the department.

DESIRED QUALIFICATIONS

- High school diploma (required) or college degree (preferred)
- Experience working in administrative assistant capacity at a 4 or 2 year university
- Experience working with BANNER or similar academic software programs
- Experience working with budgets of an academic unit
- Experience working with student transcripts (AppXtender)

Reports to: Chair, Department of Kinesiology

FLSA Status: Non-exempt