

Job/Position Description

Position Title: Administrative Assistant to the Provost/Vice Chancellor for Academic Affairs	Department Name: Academic Affairs
UPH Affiliate: Methodist College	Department Number: 4061000
Effective Date: 7/2019	Review Date(s): 7/2022
Prepared By: Human Resources	Approved By: Provost/Vice Chancellor for Academic Affairs
Position Reports To: Provost/Vice Chancellor for Academic Affairs	

Description of Position:

Provide a "snapshot" or the principal purpose or focus of the position, consisting of no more than three to five sentences. This summary should provide enough information to differentiate the major function and activities of the position from those of other positions.

Oversees the organization of the Office of the Provost, including the provision of administrative support to the Provost and Vice Chancellor for Academic Affairs. Assures effective communication, both written and verbal, among the constituencies of the Office, including faculty, staff, students, and the external community.

Essential Functions/Responsibilities:

Essential functions are the duties and responsibilities that are essential to the position (not a task list). Do not include if less than 5% of work time is spent on this duty. Be specific without giving explicit instructions on how to perform the task. Do not include duties that are to be performed in the future. Duties should be action oriented and avoid vague or general statements.

% of Time
(annually)

Maintains the calendar and supports meetings of the Provost/VCAA.

- Coordinates appointments and meetings according to availability of staff, faculty and external constituencies.
- Seeks agenda items for meetings, prepares agendas, takes manual notes and digital recordings and prepares effective minutes to record the proceedings of the meetings.
- Reserves meeting rooms, arranges set-up, orders catering, reassigns and cancels rooms as necessary.
- Prepares packets for meetings, including Academic Council and Academic Affairs Committees.

35%

Prepares correspondence, disseminates information, and maintains files on behalf of the Provost/VCAA.

- Prepares letters, memoranda, and other documents in an accurate, professional manner
- Creates Google docs, spreadsheets, or other tracking documents as needed to facilitate workflow
- Maintains faculty files, including curriculum vitae and spreadsheets of faculty appointment and promotions
- Maintains files with regard to grant awards and reporting requirements
- Distributes, obtains signatures and keeps a log of proposals.
- Prepares packets for Academic Council and Academic Affairs Committees.
- Launches the faculty evaluation process as scheduled each semester, monitors completion and sends reminders to students.
- Retrieves, collates, and disseminates faculty evaluations at the conclusion of each semester and sends to the appropriate Academic Dean and Provost.

15%

<p>Assists with financial processes within the Academic Affairs Department.</p> <ul style="list-style-type: none"> • Makes travel arrangements and completes monthly credit card reconciliation for the Provost/VCAA. • Completes processes and reports using KissFlow software. • Coordinates with the Finance Assistant to process project and travel approvals in alignment with the Academic Affairs Budget. • Tracks budget expenditures for Academic Affairs departments. • Processes reimbursements for Academic Affairs personnel. 	15%
<p>Receives and triages guests and requests via phone, email and in-person.</p> <ul style="list-style-type: none"> • Notifies Campus Safety when guests are expected. • Prepares informational packets as necessary for external guests. • Acts proactively to meet the needs of external and internal constituents 	10%
<p>Assigns student advisors in the student management system (CAMS).</p> <ul style="list-style-type: none"> • Works with the Director of Advising to identify the best matches for new students and faculty mentors. • Makes necessary changes in the student management system and notifies students of their new mentor assignments. • Receives requests for changes to faculty mentors and seeks input before making the change in the system 	5%
<p>Interfaces with external constituencies to coordinate memberships, approvals and meetings</p> <ul style="list-style-type: none"> • Interfaces with the NC-SARA approval processes • Maintains communication records between HLC and the Office of the Provost • Interacts with grant funding organizations as necessary, maintaining accurate records 	5%
<p>Serves as the first back-up to the Office of the Chancellor when the Executive Assistant is out of the office as requested.</p>	5%
<p>Basic UPH Methodist College Performance Criteria</p> <ul style="list-style-type: none"> • Demonstrates the UnityPoint Health Values and Standards of Behaviors as well as adheres to policies and procedures and safety guidelines. • Demonstrates the Methodist College Values and Standards of Behaviors as well as adheres to policies and procedures. • Demonstrates ability to meet business needs of department with regular, reliable attendance. • Employee maintains current licenses and/or certifications required for the position. • Practices and reflects knowledge of HIPAA, TJC, DNV, OSHA and other federal/state regulatory agencies guiding healthcare. • Practices and reflects knowledge of FERPA with respect to protecting the privacy of student education records. • Completes all annual education and competency requirements within the calendar year. • Is knowledgeable of college compliance requirements. Brings any questions or concerns regarding compliance to the immediate attention of leaders. Takes appropriate action on concerns related to compliance. 	10%
<p>Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.</p>	
<p>Demonstration of UPH Values and Standards of Behaviors Consistently demonstrates UnityPoint Health's values in the performance of job duties and responsibilities</p>	
<p>Foster Unity:</p>	<ul style="list-style-type: none"> • Leverage the skills and abilities of each person to enable great teams. • Collaborate across departments, facilities, business units and regions. • Seek to understand and are open to diverse thoughts and perspectives.
<p>Own The Moment:</p>	<ul style="list-style-type: none"> • Connect with each person treating them with courtesy, compassion, empathy and respect • Enthusiastically engage in our work. • Accountable for our individual actions and our team performance.

	<ul style="list-style-type: none"> Responsible for solving problems regardless of the origin.
Champion Excellence:	<ul style="list-style-type: none"> Commit to the best outcomes and highest quality. Have a relentless focus on exceeding expectations. Believe in sharing our results, learning from our mistakes and celebrating our successes.
Seize Opportunities:	<ul style="list-style-type: none"> Embrace and promote innovation and transformation. Create partnerships that improve care delivery in our communities. Have the courage to challenge the status quo.

Demonstration of Methodist College Values and Standards of Behaviors	
Consistently demonstrates Methodist College's values in the performance of job duties and responsibilities	
Human Dignity:	<ul style="list-style-type: none"> Unconditional respect for the inherent worth, uniqueness, and autonomy of individuals.
Integrity:	<ul style="list-style-type: none"> Displaying strong moral character and acting in accordance with accepted standards of behavior and an appropriate code of ethics.
Inquiry:	<ul style="list-style-type: none"> An active process of exploration and investigation that leads to understanding and construction of knowledge throughout one's life.
Social Justice:	<ul style="list-style-type: none"> Acting in accordance with fair treatment regardless of gender, economic status, race, religion, ethnicity, age, citizenship, disability, or sexual orientation.

QUALIFICATIONS:

	Minimum Requirements Identify items that are minimally required to perform the essential functions of this position.	Preferred or Specialized Not required to perform the essential functions of the position.
Education:	Associate's degree or equivalent.	Bachelor's degree.
Experience:	Two years of administrative/executive-level office experience.	Three to five years of executive level office experience.
License(s)/Certification(s):		
Knowledge/Skills/Abilities:	<p>Knowledge of:</p> <ul style="list-style-type: none"> Administrative office procedures and best practices General office maintenance and practices College operational practices, policies and procedures, and the ability to assist employees and students in understanding them Filing systems Word processing, database, presentation, and spreadsheet applications, specifically Microsoft Office applications <p>Skills:</p> <ul style="list-style-type: none"> Customer service Time management Professionalism 	

Other:	Use of usual and customary equipment used to perform essential functions of the position.	
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SCOPE: Position has supervisory responsibilities? Yes or No If yes, complete below.

Number of Employees Supervised (Complete if position has supervisory responsibilities of individuals)			
	Direct	Indirect	Total
Exempt			
Non-Exempt			
Total			

Budget Control (Complete if position has budget responsibilities)	
Annual Operating Budget (including payroll)	
Annual Revenue/Sales	
Other Scope Measurements	
Pertinent to the position, such as number of beds, number of units/departments, number of employees leading, cases per month, etc.	
Item	Number

Mental/Cognitive Demands:
(List any special mental and cognitive abilities required by the position in your specific environment)
<ul style="list-style-type: none"> • Ability to communicate effectively both verbally and in writing • Ability to communicate in a professional manner both in person and over the phone • Ability to demonstrate professionalism and maintain composure when faced with difficult situations • Ability to multi-task, organize, prioritize, and follow multiple projects and tasks through to completion • Ability to complete tasks with attention to detail • Ability to work independently while contributing to a team environment • Ability to effectively identify and resolve problems • Ability to maintain strict confidentiality related to sensitive information • Ability to exercise sound judgement, seeking advice when appropriate • Ability to establish and maintain effective working relationships with others • Ability to relate to a diverse population

WORKING CONDITIONS:

Physical Requirements	
(Check all that apply if essential to perform job – with or without accommodations)	
<input checked="" type="checkbox"/>	Talk/Hear (communicate, detect, converse with, discern, convey, express oneself, exchange information)
<input checked="" type="checkbox"/>	See (defect, determine, perceive, identify, recognize, judge, observe, inspect, estimate, assess)
<input checked="" type="checkbox"/>	Stand or Sit (stationary position)
<input checked="" type="checkbox"/>	Walk (move, traverse)
<input checked="" type="checkbox"/>	Use hands/fingers to handle or feel (operate, activate, use, prepare, inspect, place, detect, position)
<input type="checkbox"/>	Climb (stairs/ladders) or Balance (ascent/descent, work stop, traverse)
<input type="checkbox"/>	Bend/Stoop/Kneel
<input type="checkbox"/>	Squat/Crouch/Crawl
<input type="checkbox"/>	Reaching/Twisting
<input type="checkbox"/>	Taste/Smell (detect, distinguish, determine)
<input type="checkbox"/>	Pushing/Pulling

Lifting Requirements

(Check appropriate category to perform job – with or without accommodations)

- Level 1; Sedentary Work:** Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.
- Level 2; Light Work:** Exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires walking or standing to a significant degree, pushing or pulling arm or leg controls or maintaining a production rate pace. Light work requires physical exertion of forces greater than that of sedentary work.
- Level 3; Medium Work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Level 4; Heavy Work:** Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Level 5; Very Heavy Work:** Exerting in excess of 100 pounds of forces occasionally, and/or in excess of 50 pounds of force constantly to move objects.

Hazards and Atmospheric Conditions

(check all that apply)

<input checked="" type="checkbox"/> Normal Office Surroundings	<input type="checkbox"/> Vibration
<input type="checkbox"/> Exposure to Fumes	<input type="checkbox"/> Mechanical Hazards
<input type="checkbox"/> Exposure to Dust	<input type="checkbox"/> Chemical Hazards
<input type="checkbox"/> Exposure to Extreme Temperatures	<input type="checkbox"/> Electrical Hazards
<input type="checkbox"/> Wet and/or Humid	<input type="checkbox"/> Radiant Energy Hazards
<input type="checkbox"/> Noise	<input type="checkbox"/> Explosives Hazards
<input type="checkbox"/> Mists or Gases	<input type="checkbox"/> Burn Hazards
Other/Comments:	

To Be Completed by Compensation Analyst

FLSA Designation: Non-exempt

Lawson Position Code: 7672