



**JOB TITLE: Administrative Specialist to Dean of Career & Workforce Education, Dean of Business & Professional Studies, and Associate Dean of Off-Campus Instruction**

**JOB CODE: Hourly**

Department Name: Academic Affairs  
Reports To: Academic Deans  
Location: Harrison Campus or Mt. Pleasant

EX/NE: Non - Exempt  
Pay: Grade 4, Per ESPA Agreement  
Last Revised: December 2021

**POSITION SUMMARY:**

Mid Michigan College seeks individuals who: value collegiality and mutual respect; use data in decision making; are innovative; are service minded; are goal oriented; strive to continually improve themselves and their work processes; are willing to collaborate and seek to add value in every interaction.

Provides secretarial/administrative support associated with the Academic Deans and faculty at both the Mt. Pleasant and Harrison locations. Will also provide support to the Libraries and Learning Services, Office of Online Learning and Professional Development, and Associate Dean of Off-Campus Instruction, LUCES Academy and Perkins grant.

**ESSENTIAL JOB FUNCTIONS:**

**General**

1. Greets incoming visitors; screen and respond to incoming department phone calls; walk-ins; email; U.S. mail. Serves as a point of contact for students and faculty regarding matters related to the Division of Academic Affairs. Assists students and faculty in understanding college policies and procedures.
2. Provides administrative support for academic committees, sub-committees, and ad-hoc committees by taking meeting minutes, creating calendar invites, maintaining listservs, and maintaining formal documentation.
3. Provides administrative support to faculty: maintains faculty mailboxes, maintains faculty office and classroom supplies, records faculty absences and notifies students of cancelled classes by emailing students and posting to the College website, room scheduling, Scantron usage, copy codes, assists with campus-wide meetings, and other general assistance.
4. Provides support to Academic Deans for faculty hiring processes and faculty onboarding.
5. Assists the Academic Deans in monitoring low enrollment course sections, informing instructors and students of course section adds, cancellations, or changes.
6. Analyzes operating practices, revises established procedures, and creates new systems that work to benefit the Academic Division.
7. Builds and adjusts term schedules based on a close and ongoing collaboration with the Academic Affairs Administrative Assistant, Deans, Associate Deans, Directors, and Faculty preferences specific to each subject area and their unique procedures.

8. Participates and collaborates with the Administrative Assistant for Academic Affairs on special events including Honors Convocation, Commencement, and other Mid events.
9. Works as an effective team member and supports other staff members in Academic Administration as needed, and acts as a substitute during absences.
10. Collaborates with the Academic Affairs Administrative Assistant to meet division goals.
11. Assists Deans and Directors with accreditation, audit, and HLC requirements and responsibilities.
12. Receives, distributes, and tracks incoming and outgoing mail and packages for deans, administration, and faculty.
13. Hiring, training, and supervising departmental student workers when applicable.
14. Coordination and scheduling of Supplemental Instruction sessions for SI's and students.
15. Performs other duties as assigned.

## **DEFINED DUTIES IN SPECIALIZED AREA:**

### **Dean of Workforce and Career Education**

16. Provides support to the Perkins Grant application including but not limited to the following:
  - PROE1 by verifying forms, updating information, tabulating, and collecting.
  - Manages time and activity sheets.
  - Track and maintain state-mandated and assigned CIP Codes.
  - Maintain Dean Assigned to Perkins travel documentation and procedures.
  - Keep Perkins equipment list updated as well as maintain locational records on all equipment along with assigning Perkins asset tag numbers, picturing, and documenting the location.
  - Collaborates closely with the business office, and shipping and receiving to obtain a record of all Perkins equipment purchasing requisitions.
  - Collaborates closely with all Perkins related programs faculty to obtain and provide Assistant Vice President of Institutional Research with reporting information pertinent to Perkins 1P1, 2P1, 3P1, and 4P1 reporting.
  - Organizes all travel accommodations including but not limited to completion of travel reimbursements and authorizations for an average of 25-30 guests for the Trends Conference each year.
17. Provides administrative support to all Perkins-related Advisory Committees, which includes, but is not limited to: making reservations, invitations, catering, and taking meeting minutes; coordinating with Committee chair on scheduling, and providing each with updated agenda, list of attendees, and meeting minute templates; obtaining and retaining of all physical and electronic formal documentation; maintaining and updating contact information and listservs for the advisory committee members.
18. Builds and adjusts term schedules based on Dean and Faculty preferences.
19. Completes all check requests for subbing, meetings, travel stipends, and online teaching credential completion.

### **Associate Dean of Off Campus Instruction**

20. Builds and adjusts term schedules based on specific location preferences and location semester schedules/terms. (approx. 18 locations at this time and growing)

21. Calculates all term contact time for all individual locations (approx. 18). Develop and share location-specific term calendars, term course rosters, term faculty assignment wish lists, etc. with the respective staff and faculty.
22. Supports Dean and Faculty of Career and Workforce Education, Arts & Sciences, Health Sciences, and Business and Professional Studies to build and adjust term schedule offers specific to off-campus locations.
23. Assists with the planning and coordination of the concurrent enrollment orientation and professional development days.
24. Assists with the NACEP accreditation annual report. Maintains all formal documentation for NACEP.
25. Completes all check requests for subbing, meetings, travel stipends, and online teaching credential completion.

### **Dean of Business and Professional Studies**

26. Creates Corrections Annual report for the Criminal Justice System (CJS) program director.
27. Creates and distributes Corrections Certificates for CJS program director.
28. Provides support and collaborates closely with the Dean, Faculty, and International Program Coordinator for the LUCES Academy.
29. Builds and adjusts term schedules based on Dean and Faculty preferences.
30. Completes all check requests for subbing, meetings, travel stipends, and online teaching credential completion.
31. Provides administrative support to all Business and Professional Studies Advisory Committees.

## **BACKGROUND AND JOB REQUIREMENTS:**

### **Knowledge, Skills, Abilities:**

- Ability to communicate effectively and relate to others in a positive, professional manner.
- Ability to work in high volume, high traffic, office setting.
- Strong coordinating and prioritizing skills.
- Ability to work in a collaborative and positive manner.
- Ability to type efficient and professional communication.
- Computer skills including word processing, spreadsheets, and web posting abilities; ability to use Ellucian or other scheduling software.
- Ability to take initiative to ensure successful and timely completion of tasks and projects.
- Ability to troubleshoot and improve office processes and procedures.
- Strong detail orientation to ensure accuracy of tasks and projects.

### **Education, Certification, Licensure:**

- Associates Degree required.

### **Experience:**

- One to two years of previous office/secretarial work experience is required.
- One year of work experience in a college environment is preferred.

## **WORKING ENVIRONMENT:**

- The job responsibilities of this position are performed in an office building environment located in Mount Pleasant and Harrison, MI. Travel between campuses will be expected.
- There may be occasional travel to other college locations for meetings.
- There may be occasional travel for conferences/training.
- Duties are performed in an independent and team atmosphere. Continuous collaboration with team(s) and supervisor(s) will occur.
- The job requires minimal physical exertion, such as walking, standing, stooping, bending, climbing, lifting material or equipment, some of which may be heavy or awkward (5- 25 pounds).
- Minimal discomfort due to heat, dust and noise may occur.

- Typical work schedule is 1<sup>st</sup> Shift 8:00am – 4:30pm with flexible or extended hours as approved by the respective Deans.

***Note: This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.***

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_