JOB DESCRIPTION

TITLE: Administrative Assistant in the Office of Provost/Vice-President for Academic Affairs

DEPARTMENT: Academic Affairs

DATE PREPARED: 5/18/21

REPORTS TO: Operations Assistant Provost/Vice President for Academic Affairs

FLSA: Non-Exempt

POSITION SUMMARY:
The Administrative Assistant provides support for the Office of Provost/Vice President for Academic Affairs, Institutional Review Board, the Department of Business Administration, and Center for Intercultural Learning and Teaching (CILT). The administrative assistant provides a comprehensive range of support services to ensure the overall efficiency and the priorities of the Provost/VPAA’s office are met.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Upholds the Heritage University Mission Statement.

2. Represents Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other stakeholders of our services, Handles confidential information with tact, discretion and in compliance with FERPA regulations.

3. Serves as a primary contact for the Provost on day-to-day operational and administrative issues with University constituencies and the public. Learns and uses operating practices of the department and Heritage University.

4. Provides office management and administrative support:
   a. Manages Provost/VPAA’s calendar, schedules meetings, maintains calendar of recurring work projects, assists with the development of reports and monitors progress on projects as assigned by the Provost
   b. Manages workload to prioritize timelines, projects and tasks as assigned by the Provost
   c. Arranges travel and accommodations for Provost/Vice President, Enactus, and CILT with detailed confirmation information provided by travelers
   d. Monitors the Academic Affairs budget cycle, using current purchasing protocols with monthly spending reports to accounts payable and maintains office inventory and related ordering
   e. Maintains hard-copy and electronic filing systems, with student employee support.
   f. Initiates annual coordination of Major Meeting Schedule
   g. Serves as Content Editor for the Academic Affairs sections of the Heritage University Catalog and MyHeritage Learning Management System
   h. Collects Provost’s direct reports time accountability reports, time and effort reports, documents direct reports planned leave on Provost’s calendar

5. Schedules meetings, sends calendar invitations, and prepares and sends agendas with materials/reports; records and transcribes meeting minutes and notes as assigned.
   Specific meetings: (a) Provost Council Meeting, and (b) Institutional Review Board

6. Supports the Business Administration and Accounting Program to assure regularized processes for all academic functions, such as the logistics of the academic program, advising students, hiring of adjunct faculty, assessment of programs, and program and university-wide accreditation.
7. Course Evaluation System (electronic)
   a. Administers and maintains delivery to students and faculty each semester
   b. Revises surveys for students and faculty as directed by Provost/VPAA
   c. Consults with Provost/VPAA and Center for Intercultural Learning and Teaching
8. Oversees Syllabus Electronic Filing System assuring collection and filing is accomplished each semester.

9. Clock Hours Administer
   a. Renew Clock Hour Provider Application
   b. Review clock hours applications
   c. Maintain records

10. Special Assistants to Provost/VPAA/CILT: special project support
11. Performs other functions as necessary or as assigned by the provost.

QUALIFICATIONS:

Minimum Requirements:

1. AA or AAS in Business Management, Office Management, or closely related discipline
2. Minimum of two years of office experience in a multicultural, professional or executive office setting
3. Demonstrated ability to exercise professional discretion and confidentiality in supporting Provost/VPAA with minimal supervision, including interpersonal skills and diplomacy
5. Demonstrated ability to learn new software programs
6. Excellent written and verbal communication skills, including taking minutes, editing, and proofreading
7. Demonstrated ability to multitask and organize competing and complicated priorities

Preferred Requirement:
1. Microsoft Certification in Excel and Word preferred

APPLICATION INFORMATION AND DEADLINE: Applications should include the following:

- Cover letter
- Resume
- List of References (names, email addresses & phone numbers of 3-5 current professional references)
- HU Employment Application [Link] www.heritage.edu

Review of applications will begin immediately and will continue until the position is filled.

Qualified candidates may submit application material to: HumanResources@heritage.edu or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948

Heritage University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive orders regarding non-discrimination and affirmative action.