

Coord, Academic Success Initiatives

Job Code 50038708

General Description

Support the Asst VP for Academic Services by assisting in programs and services under the AVPAS umbrella.

Examples of Duties

Coordinate and schedule meetings, maintain calendar.
Provide phone/email support.
Maintain accurate list of camp participants and staffing.
Assist in General Education Council meeting preparation.
Assist with coordination of on campus tours.
Purchase supplies and maintain financial records.
Oversee student workers.
Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: University procedures and policies; transcripts and grades; computer software; bookkeeping principles.

Skill in: Establishing rapport with students and parents; explaining and interpreting policies; preparing documents and spreadsheets; proper phone etiquette; providing assistance to individuals.

Ability to: Interpret and apply complex academic documents; compose correspondence and meeting minutes; develop forms and logs; perform intermediate math; communicate with students, parents, other departments, and interoffice personnel; prioritize tasks; establish and maintain an effective filing system; train and supervise staff; work under pressure and complete work within established deadlines.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements