



POSITION DESCRIPTION

TITLE: Assistant to the Provost & Vice President, Academic Affairs

FLSA STATUS: Non-Exempt, 1.0FTE	GRADE LEVEL: C
LOCATION: LRC	UNIT: Academic Affairs
SHIFT: Mon-Fri 8:00 am - 5:00 pm	DEPT: Academic Affairs
INCUMBENT:	EMPLOYEE SIGNATURE: Date:
REPORTS TO: The Provost and Vice President, Academic Affairs	PREPARED BY & DATE: September 2020
Reviewed/Revised By:	EE Name : Date: April 2018
Reviewed/Revised By:	EE Name : Date: January 2014
Reviewed/Revised By:	EE Name : Date: September 2011

I. POSITION PURPOSE – *List brief summary of position*

A confidential assistant who reports to the Provost and Vice President of Academic Affairs (PVPAA). In addition, this individual serves as primary link for all duties assigned to other high level administrators by the Provost and Vice President. This individual also builds relationships with all constituent groups to ensure openness with the PVPAA and the office itself. Relieves the PVPAA of administrative type functions in order to increase the time available for executive level responsibilities and planning. Relies on experience and judgment to plan and accomplish goals and to ensure that timelines are met. This individual has some discretion in organizing the PVPAA’s routine.

II. RELATIONSHIPS AND CUSTOMERS – *(In addition to Clark State Faculty, Staff, and Students, this position also interacts with the following external individuals, organizations and agencies)*

Board of Trustees	Local Community	General Public	Ohio Department of Education
Parents of Students and Students	Personnel from other colleges, area schools and legislative offices	External Accrediting Agencies	Personnel from various national associations
Business and industry	Local, State and Federal Agencies	Ohio Department of Higher Education	

III. DIMENSIONS – *If this position controls, manages, or has a direct impact on the expenditure of dollars, identify how, the type of budget, and the gross dollar amount involved)*

This individual, in conjunction with the Provost and Vice President, monitors and reconciles the office budget of the Provost and Vice President of Academic Affairs.

IV. ESSENTIAL DUTIES AND RESPONSIBILITIES

Under broad supervision, this position performs the following duties:



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1.	<p>Manages the office of the Provost and Vice President, Academic Affairs (PVPAA) in an efficient and friendly manner to achieve maximum productivity and expense control:</p> <ul style="list-style-type: none"> - Office organization and receptionist - Handles all first line student, staff, and community complaints - Communication link to all College constituents - Purchases supplies and equipment - Supervises and plans work for College work study students, when employed
2.	<p>Provides administrative support to the PVPAA:</p> <ul style="list-style-type: none"> - Creative authority on PVPAA office documents - Creates PowerPoint presentations for the PVPAA - Coordinates the PVPAA's calendar and appointment scheduling - Creates and prepares monthly board reports for the PVPAA - Analyzes PVPAA's office expenditures to ensure budget compliance - Coordinates PVPAA's travel arrangements and appropriate reimbursements - Maintains the confidentiality of the office
3.	<p>Provides administrative support for and serves as liaison to Academic Council, Assessment Committee, Adjunct Advisory Committee, and Program Review Teams:</p> <ul style="list-style-type: none"> - Coordinates communication and monitors and/or follows up on activities of above individuals or groups - Creative authority on all written documents and presentation materials - Attends meetings and retreats; records, prepares and distributes minutes - Monitors the budgets associated with above groups to ensures budget compliance - Plans and organizes special events
4.	<p>Serves as a liaison to the internal College community:</p> <ul style="list-style-type: none"> - Creates and/or coordinates campus-wide events, communications and presentations (i.e., Graduation and HLC Site Visit) - Creates written, oral and electronic communications from the PVPAA's office to faculty and staff - Monitors all activities assigned by the PVPAA to staff
5.	<p>Serves as a liaison to the external community:</p> <ul style="list-style-type: none"> - Is the initial point of contact with the PVPAA's office - Creates written, oral and electronic communications from the PVPAA's office to various publics such as community leaders, state legislators, community groups, students, parents, public and private schools, and community service agencies
6.	Serves as backup support to the President, Deans, and other offices, as needed.
7.	All other duties assigned by supervisor.

V. SUPERVISORY RESPONSIBILITIES – *The following position title(s) report to this position. If there are no reporting positions, type “None.”*

- Workstudy Students (when employed)

Qualifications – *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*



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VI. EDUCATION and/or EXPERIENCE – *List minimum requirements necessary to perform essential duties and responsibilities, i.e., High School/GED plus 3-5 years related experience or AS Degree preferred.*

- High school graduate or GED equivalent; associate's degree in or related field preferred
- Minimum of five years executive secretarial experience with progressively increasing office management responsibilities

VII. SKILLS AND ABILITIES – *List basic skills and abilities necessary to perform essential duties and responsibilities, i.e., computer skills, oral and written skills, interpersonal skills, presentation skills, ability to motivate employees, etc.*

- High degree of sensitivity, personal integrity and discretion required for work involving access to personal and confidential information; high degree of initiative and self-direction
- Ability to accommodate demanding workload with diverse areas of involvement; proven ability to multi-task within busy environment
- Excellent human relations skills; ability to positively interact with officials within the higher education system, the community, our students and staff
- Excellent verbal and written communication skills
- Ability to problem solve
- Willingness to learn and to adapt to change
- Advanced technical skills, including proficiency in various word processing, spreadsheet and presentation software packages; proofreading; mathematics; and record-keeping

VIII. CERTIFICATES, LICENSES, REGISTRATIONS – *List minimum requirements necessary to perform essential duties and responsibilities, i.e., Certified Novell Administrator (CNA), Certified NetWare Engineer (CNE), Professional Human Resources (PHR), Certified Public Accountant (CPA), Notary Public, Ability to be Bonded, etc.*

- None

IX. LANGUAGE SKILLS – *(To be completed by HR)*

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

X. MATHEMATICAL SKILLS – *(To be completed by HR)*

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

XI. REASONING ABILITY – *(To be completed by HR)*

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.



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XII. PHYSICAL DEMANDS – *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, i.e., ability to lift up to 75 pounds, etc. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (To be completed by HR).*

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

XIII. WORK ENVIRONMENT – *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (To be completed by HR).*

The work is performed in an office-like environment with a minimal amount of noise.