

## Position Description - Classified

### Position Status:

Working Title		Position Number
Administrative Program Assistant		E99570
Classification Title		Classification #
Administrative Program Assistant		0107
Position Type (FT/PT / Limited Duration)	Regular / Academic Year / Seasonal / Intermittent	FLSA Status
FT	Regular	Non-Exempt
Work Location		Department / Division
Monmouth- Polk		Business/Economics Division
Reports to		Reports to Position Number
Division Chair, Business and Economics		E99410
Incumbent		University ID #
TBD		

### Program Information:

<p>A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.</p> <p>This position is housed in West House within the Division of Business and Economics which is a division of the College of Liberal Arts and Sciences. The Business Division offers majors in Business, Economics, and Accounting and minors in Business, Economics, Entrepreneurship, and Sport Management. The Division serves approximately 400 majors and 100 minors at the undergraduate level.</p> <p>This position is for administrative support of the Business/Economics Division. Although numbers vary, it is expected that 18-20 faculty will be housed within this Division. The Division provides excellent educational and professional opportunities to students who will assist government, industry or private enterprise, all activities provide support for our students' achievements.</p>
<p>B. Describe the purpose of this position and how it functions within this program.</p> <p>The purpose of this position is to initiate and complete projects at the direction of the Division Chair of Business/Economics and the Administrative Assistant for the Dean of the College of Liberal Arts and Sciences. This involves confidential administrative support to the Division Chair by assisting with monitoring, auditing and/or directing activities within Business/Economics and conducting administrative projects requiring research, analysis, evaluation, and interpretation. Key functions are management of the office and building, interpretation of laws, rules, policies, and procedures; service and supply budget analysis, control and data collection for reporting, budget setting/building/oversight, course scheduling, and analysis of faculty workloads. This person serves as the personnel coordinator for student employees within the division.</p>

**Position Information and Qualifications:**

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised	
Percent of Time	Duties
	<b><u>BUDGET/PURCHASING/DATA</u></b>
<b>Budget/ Purchase/Data Collection 40%</b>	
EF	Maintains varied and moderately complex budget controls—compiles statements, journal vouchers, and other reports pertinent to budget. Uses Banner INB extensively for the Division’s services and supplies accounts, maintains historical record and current data.
EF	Checks general ledgers, maintains general journal information, checks statements and invoices, maintains claims/disbursements, and facilitates preparation of budget requests.
EF	Prepares and maintains all purchase orders, expense JVs, and use of the divisional procurement card.
EF	Maintains and retains claims and disbursement records for audit purposes. If audited: retrieves documents, makes documents available to the auditor, and explains documents if requested. Fills out forms and follows suggestions of the auditor after the audit is complete.
EF	Determines and plans for needs for division events: Coordinates with WOU Catering for food/beverage needs and Gentle House, for use. Coordinates with WUC, Hamersly Library, for facility use.
EF	Determines supply needs. Oversees the inventory of office supplies for the Division.
EF	Manages inventory of office equipment, computers, printers, and copier. Determines what needs to be replaced, PDR’d, and/or located.
EF	Work with faculty on any grant awards for research or teaching or outside funding.
EF	Report budget regularly to division chair and any grant-recipient faculty.
EF	Completes building/room use inventory annually as requested by Facilities Services.
EF	Administers Division travel arrangements, composes and monitors travel authorization requests for accuracy, and prepares travel reimbursements for chair/faculty.
<b>Academic Schedules 20%</b>	<b><u>ACADEMIC SCHEDULING/CATALOG</u></b>

EF	Maintains the schedule in an excel format of the academic year and summer session with assistance from the Division of Business/Economics.
EF	Collaborates with the Chair/faculty on class scheduling. Proofs, posts changes, and fills out schedule change forms for future adjustments. Edits term schedule for changes and corrections.
EF	Compiles information on enrollment, course offerings, and course requests for use in schedule planning. Uses archived records and BANNER INB and ASTRA Schedule for research.
EF	Works with faculty, Registrar's Office, and other CLAS personnel to find classroom spaces and facilities using ASTRA Schedule software. Resolves problems with rooms to meet needs of faculty, students, and campus personnel.
EF	Maintains schedule of division courses for distribution to faculty, students, and other divisions/departments on a term-by-term basis.
EF	Obtains and prepares reports from BANNER INB and ASTRA Schedule on registration for Division.
EF	Coordinates Institution catalog adds, deletes, and changes that pertain to Business, Economics and Entrepreneurship courses, degree programs, and faculty. Proofs drafts.
EF	Entry of faculty, course information, FTE into Fixed Term/Part Time non-tenure track faculty hire sheets, and Tenure/Tenure track FTE forms. Submits information to the Division Chair and CLAS Dean's office
<b>Supervisor 5%</b>	<b><u>SUPERVISION</u></b>
EF	Hires, trains, assigns work, evaluates, and directly supervises an office student employee. Oversees work to completion. If a student employee is not available will complete student employee tasks as needed.
EF	Fills out and monitors student time certificates for Payroll policy accuracy. Enters data using the online Student Payroll Rosters form.
EF	Attends student employment program training sessions when available.
<b>Office Management 15%</b>	<b><u>OFFICE OPERATIONS</u></b>

EF	Manages the Division Office on operational details—produces and maintains financial, statistical, and other responsible records. Administrative support for Division faculty.
EF	Manages the physical facilities of West House.
EF	Liaison between the Division faculty/staff and Facilities Services, Telecommunications, Copier Vendor, Public Safety Office, and the University Computing Solutions.
EF	Creates Facilities work orders and does follow-up regarding heating, cooling, physical repairs, replacement, moving equipment, old furniture removal, custodial services, and recycling. Oversees fire safety compliance, performs monthly fire extinguisher checks.
EF	Scheduler for use of the Conference rooms in West House--manages use of facility by faculty, staff, students, meetings and events.
EF	Attends division meetings. Reports on budget, advising, equipment, and policy changes.
EF	Produces and edits correspondence, emails, marketing materials, brochures, letters of recommendation, and other materials (some of which is confidential) for the Division Chair as requested in cooperation with other campus units such as Admissions and MarCom. Composition, editing, and proofing of some material is required.
EF	Develops and maintains desk manuals, BANNER INB manual, Astra Schedule information, WolfWeb directions, Division advising materials, file cabinet content list, and a work study manual.
EF	Responsible for records retention for the Division according to schedule in place by OAR's.
EF	Instructs faculty on the use and changes to the online systems (Astra, BANNER and Wolf Web systems) for addresses, course information, room availability, and advisee/student information.
EF	Instructs new faculty in West House on the use of the telephone system, copier, Scantron machine, printers, other office equipment, and building facilities.
EF	Coordinates faculty searches for the Division for purposes of contacting and facilitating candidate's visit, travel arrangements, and reimbursements, if needed.
EF	Creates a confidential report of Business/Economics students' GPA for purposes of award selection.
EF	Composes and sends letters, does follow-up contact of Business/Economics students for Division/Institution nominations, awards and scholarships.
EF	Oversees the Business & Economics Student Recognition Night annual event: Composes letters to students and faculty, invites guests, supervises award certificates, develops/coordinates program

EF	handout, selects and orders refreshments, schedules facilities, and attends ceremonies to manage arrangements.
EF	Maintain Division website in cooperation with MarCom. Manage profiles for designated faculty, to include photo, office hours, class schedule, and contact information.
EF	General office procedures; such as telephone duties, copying, general correspondence/inquiries.
	Collects and archives course syllabi from faculty by term, stores electronically.
<b>Advising 20%</b>	<b>ADVISING</b>
EF	Establishes procedures and develops forms to inform students regarding academic and graduation rules and requirements.
EF	Guides students to which faculty members can address specific career paths and to facilities on campus that will help them with career guidance. Help them understand internship opportunities and means to obtain job opportunities.
EF	Assign faculty advisors to individual students, process change of major/minor/advisor forms. Serve as liaison between students completing these forms, other divisions, and the Registrar's office.
EF	Works with the Athletic Department, athletes, and the Registrar's Office to ensure students have completed applications for graduation for sports eligibility.
EF	Develops and updates advising guidebook for Business and Economics faculty as needed.
EF	Runs BANNER reports for term advisor/advisee lists, major/minor lists, section tally lists.
EF	Runs quarterly BANNER waitlist reports for each faculty member, for use when adding students to courses.
EF	Responds to transfer articulation information requests from high school students and community college faculty and advisors. Works with the Division Chair, Admissions, Registrar's Office to upload transfer articulations into the WOU system.

**Working Conditions:**

Describe special working conditions, if any, that are a regular part of this job. Include frequency of exposure to these conditions.

This position requires the ability to work effectively with multiple programs, to translate broad directives into discrete tasks, to balance conflicting time demands, and to allocate resources based on priorities developed independently and in consultation with the Division Chair. An office/building environment providing services for the campus community. Involves extensive interpersonal contact daily with students, academic and administrative personnel, vendors, and the general public in person, by telephone, email, and through written correspondence. Requires familiarity with, and the ability to use, numerous computer hardware and software systems on a daily basis in a higher education setting.

**Guidelines:**

List any established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals or desk procedures.

1. State employment regulations and policies
2. Oregon Administrative Rules
3. Collective Bargaining Agreement
4. WOU Academic and Administrative policies
5. Federal Work Study Guidelines for Student Employees
6. WOU Faculty handbook
7. WOU Student handbook
8. Division Academic policies
9. WOU Catalog
10. Oregon state government web pages
11. MSDS—Materials Safety handbook

How are these guidelines used to perform the job?

They are used to ensure legal and university-compliant processes for hiring student workers, working with students, purchasing of supplies, services, equipment, academic materials, and travel. They are also used in controlling inventory, compiling reports, auditing progress, and collecting and interpreting data.

**Work Contacts:**

Who contacted	How (email / phone / etc. )	Purpose	How often?
Students	In person/phone/email/print	Administrative/Advising/ Public Relations	Daily
Faculty	In person/phone/email/print	Admin. support/ Division Activities	Daily
Division Chair	In person/phone/email/print	Admin. support/ Division Activities	Daily

Visiting faculty	In person/phone/email/print	Administrative/Resource	Daily
CLAS Admin Asst to the Dean	In person/phone/email/print	Administrative	Daily
Campus Personnel	In person/phone/email/print	Administrative/Advising	Daily
General Public	In person/phone/email/print	Public Relations Administrative/Advising	Daily
Other Educational Institutions	In person/phone/email/print	Public Relations Administrative	Weekly
Employers, Regional Businesses	In person/phone/email/print	Administrative/Public Relations	Weekly
Vendors/Equipment	In person/phone/email/print	Administrative	Monthly

**Job Related Decision Making:**

Describe the kinds of decisions likely to be made by this position. Indicate the effect of these decisions where possible.
<ul style="list-style-type: none"> <li>● To whom students, faculty, and the public should be referred. Direct the individual effectively, that correct information and advice is obtained.</li> <li>● Answer questions concerning rooms and space allocation. Authorize building use.</li> <li>● Hire, train, and supervise office student workers.</li> <li>● Decisions on daily, weekly, monthly, yearly operations of the office and Division such as prioritizing projects and tasks, and complying with advising, class scheduling, and budget timelines and policies.</li> <li>● Make decisions on purchasing supplies for the division. Effectiveness of allocated funds.</li> <li>● Makes decisions regarding content and clarity of marketing and informational materials for students and prospective students. Accuracy of information means better informed students.</li> <li>● Prioritizes student employee workload to maximize benefits to the Division.</li> <li>● Make decisions in emergency and crisis situations, who should be called and in what order. Steps/rules to use, and follow-up. Safety and security of students, faculty, staff, visitors, and the West House building.</li> <li>● Reviews, corrects and signs if necessary forms for the Division Chair or faculty. To include: key authorizations, course requests, by-arrangements, overload petitions, course substitutions, class schedule change forms, and degree plans—to facilitate students and other campus offices in the accurate and timely distribution and delivery of forms, information, and programs.</li> <li>● Decides when students need to be referred to another campus resource, i.e., health and counseling center, Dean’s office, Registrar or Business office, etc.</li> </ul>

- Set deadlines within the Division when coordinating with other campus personnel and offices (i.e. internal deadlines for certain stages of completion of the annual schedule of classes or other large projects requiring group coordination).

**Review of work:**

Who reviews the work of this position? (List classification title and position number). How often? Purpose of the review?

General supervision is provided by the Division Chair for Business and Economics as requested. Project work is reviewed by the Assistant to the Dean of the College of Liberal Arts and Sciences. Employee is given an annual performance appraisal by the Division Chair and the Assistant to the Dean of Liberal Arts and Sciences, which is reviewed by the Dean of the College of Liberal Arts and Sciences.

**Additional Job-Related Information:**

Any other comments that would add to an understanding of this position

This position requires the ability to change job priorities frequently and to accomplish multiple tasks on a timely basis. This position requires excellent interpersonal skills and an understanding of group processes. This position also requires the ability to work and communicate well with many diverse individuals and groups. Because of many of the position responsibilities, the position requires good writing skills. In addition, this position works with a high degree of independence and thus requires good judgment. The position often provides the initial impression of the Division of Business and Economics.

Special Requirements / Preferred Qualifications

Ability to use a personal computer, various software programs for word processing and spreadsheet, printers, copiers, telephone systems, scanners, email, advising skills and accounting practices.

Preferred qualifications: Proficiency using the BANNER INB (Financial Information System and the Student Information System), ASTRA Schedule (a classroom and event planning software system), and WolfWeb (campus-wide web-based information systems), including proficiency in Degree Tracks.

Budget Authority: If this position has authority to commit agency operating money, indicate in what area, how much (annually) and type of funds:

Authorized to sign time certificates, supply orders, and procurement card logs-DPC, and to generate purchase orders. Monitors and is authorized to commit expenditures of funds from the Business/Economics Division services and supplies and work-study budget in the amount annually of approximately **\$9,000**.

**Acknowledgement:**

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date



Appointing Authority (Human Resources)	Appointing Authority Signature / Date

**HR USE ONLY:**

Received by		Date	
Position Class # (Ex. C0104)	Employee Class	Job Location	Appointment Percent
CUPA-HR# / Title	NOC Code	Category Code	SOC Code
Actions Taken			
	NBAPBUD / NBAPOSN		
	NBAJOBS		
	PEAFAC		
	Electronically Filed		