Position Title: EDUCATION DEPARTMENT ASSISTANT
Location: San Antonio main campus
Office/Department: Education
FLSA Status (Exemption Category): Non-exempt
Work Status: Full time
Reports To: Chair, Education Department
Supervisory Responsibility: Work study students
Approved by (Date): P. Vargas (03/23/10)

Job Summary:
The department assistant serves as department secretary to the department of Education.

Essential Functions:
1. Prepares and assists with the preparation of new faculty paperwork, class schedule change forms, curriculum change forms, degree plans, office forms, etc.
2. Assists department chairperson with maintaining department budget accounts, budget transfers, requisitions, development of semester schedules, and contracts for Education, Special Education, School Librarian, and School Counselor Programs.
3. Assists department chairperson with tracking course enrollment.
4. Maintains calendar of important deadlines to ensure that required information is submitted in a timely and accurate fashion.
5. Prepares and assists with the preparation of correspondence, travel arrangements, appointments, and the department calendar.
6. Maintains lists of alumni, current students, advisors, courses, and course syllabi.
7. Processes mid-term and end-of-term evaluations for faculty, to include typing of student comments.
8. Assists with student interviews for Teacher Preparation programs, both graduate and undergraduate.
9. Assists with special department events such as Teacher Education Day, Teacher Intern Fair, etc.
10. Maintains and orders office supplies as needed.
11. Supervises and delegates work assignments to work study students.

Additional Functions:
1. Maintains a high degree of confidential information
2. Greets students and visitors
3. Screens telephone calls
4. Processes mail
5. Submits work orders
6. Orders books
7. Requests desk copies of texts
8. Maintains department files
9. Documents all incoming/outgoing student files for advisors
10. Performs any other related duties as assigned by the department chairperson or as requested by faculty members

Knowledge, Skills, and Abilities:
1. Good oral and written communication skills; good interpersonal skills.
2. Ability to type 50 words per minute.
3. Knowledge of office equipment and highly skilled with Windows-based computer programs, such as Microsoft Word, Excel, Power Point, and various graphics.
4. Ability to prioritize and handle multiple tasks simultaneously, working independently and efficiently under frequent deadlines.

**Education and Experience:**
1. Minimum of three years of experience in an administrative assistant or secretary position. Experience in a University/school setting or in a field related to education preferred.
2. Some college hours preferred, preferably in a related field.

Actual salary offered subject to qualifications

**Applicant deadline:** Open until filled

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