Vacancy Announcement and Job Description

Working title: Assistant to the Dean
Job title: Administrative Specialist II

Title Code: 10010
Job family: Administrative
Salary: Negotiable
Closing date: Mon., Jan. 19
Starting date: Mon., Feb. 23, 2015 or as negotiated

Job Summary:

Reporting directly to the Dean of the College of Family and Consumer Sciences, providing support to the Dean and the Associate Deans, the Assistant to the Dean is central to the efficient flow of work, initiatives, and projects emanating from the Office of the Dean. This individual is the first representative of the Dean for anyone seeking information from this office. Acting professionally on behalf of the Dean, this person will be responsible for the organization of key initiatives and ongoing routine matters of a large, complex college at UGA. In all of the responsibilities listed below, the Assistant to the Dean will be required to be discreet, diplomatic, maintain confidentiality, and positively represent the Dean and the College of Family and Consumer Sciences.

This person is responsible for the supervision of two staff in the Dean’s Office who support the Associate Deans and the External Relations functions. This person works closely with the directors of budget and finance, technology and instructional services, and all administrators and their staff in the departments and units within the college. This person convenes the college department and unit managers to assure knowledge about and compliance with college-wide initiatives and university/college policies.

This person plays a vital role in the preparation of high quality documents for the dean including but not limited to promotion and tenure, hiring and contract renewal, meeting materials such as agendas, minutes, supporting and historical documents, master calendar, web site, and all internal and external communications. Maintaining the confidentiality of the Office will be a must regarding all print and verbal communications, files, and electronic emails and records.

The Assistant to the Dean must possess the organizational and computer skills to use key university systems (GAIL, UGA Mart, KRONOS, IMS, Qualtrics survey, e-LC, and Expression Engine web software) and the standard office software packages (word processing, spreadsheets, databases, etc.). This person must maintain current knowledge of university and college policies and programs.

Strong communication and interpersonal skills are essential since this individual sets the tone for the Dean’s Office, providing customer friendly services to all constituents. He/she must forge effective positive relationships with the University administrators, college administrators, students, parents, donors,
and the public at all times. He/she should have a passion for excellence and convey loyalty and positive
demeanor to represent the college with poise, professionalism and inclusion. The Assistant to the Dean
should have an understanding and appreciation of diversity, of team work, and the importance of fostering
a positive work environment every day and in every way. This individual must have an understanding of
academic institutions, and value of all missions of the land-grant university – teaching, research, and
public service.

Minimum qualifications:
- Bachelor’s degree and two (2) years of experience in an administrative position;
- OR six (6) years of experience in a related administrative position;
- OR equivalent combination of experience, training and/or education.

Preferred qualifications:
- Three (3) or more years university experience in an administrative position

Percentage of Time/Responsibilities:

45% - Executive Assistant to the Dean:
- Responsible for calendaring, scheduling, arranging travel, and maintaining an effective and active
  busy office during the entire year based on a university academic calendar.
- Supports and monitors the status a variety of projects of the Dean to assure timely response and
  maintenance of vital records.
- Supports regularly scheduled meetings throughout the year for the Dean with members of the
  executive committee, administrative cabinet, associate deans, faculty advisory committee, and
  department heads, preparing agendas and supporting materials.
- Responsible for identifying, developing and modifying clerical and administrative procedures
  necessary for the efficient operation of the Dean's Office including, but not limited to, receiving,
  sorting, screening, assessment and prioritization of large volumes of incoming email, mail and
  telephone calls. Preparing draft response(s) and/or providing background material for Dean's
  response.
- Evaluate, redirect, organize, and prioritize all matters referred to the Dean’s Office and act or
  recommend action to the Dean. This person must be future thinking, anticipate and prepare well
  in advance of key dates.
- Prepares correspondence and reports and maintaining records of key documents through highly
  organized online and paper filing systems. Excellent writing and editing skills with attention to
  detail are critical.
- Proofreading all documents for accuracy of information, correct grammar, punctuation and
  spelling.
- Handle highly confidential information.

40% - Dean’s Office Administration
- Staff support for promotion and tenure; review and submit promotion and tenure dossiers and
  required UGA forms to Faculty Affairs, provide policy/guidelines information to department
  heads and college P&T committee, schedule college committee meeting.
• Prepares faculty and personnel appointment and advancement materials, including but not limited to promotion and tenure, and graduate faculty, emeritus and adjunct faculty appointments. Enters in GAIL relevant personnel data.
• Coordinate distribution of letters of intent to renew non-tenured and probationary faculty contracts.
• Maintains internal administrative calendar for academic personnel actions.
• Staff support for college awards, new faculty orientation, and promotion and tenure workshops.
• Leads planning committees for the college’s convocation ceremonies welcome back to school and other events of the college. Contributes to the scheduling and preparation of the Dean to participate in the alumni and other events planned by the college External Relations team.

15% - Manage Dean’s Office

• Troubleshoot issues/concerns that may arise.
• Processes check requests, purchasing, telephone systems, facilities and maintenance requests for the Dean.
• Maintains high standards of performance by all employees under his/her supervision in the Dean’s Office.
• Provides assistance in the understanding and interpretation of University policy provisions and standards.
• Maintains website postings of college operations policies and procedures.
• Maintain college records and archives.
• Supervise two administrative assistants, assign and review work and that of student worker(s).

Knowledge, skills and abilities:

• Appreciation for the disciplines contained in a college of family and consumer sciences
• Outstanding interpersonal and communication skills, both written and oral
• Ability to write and edit, and to research, compile and present data
• Excellent customer service skills
• Ability to work independently and contribute effectively as part of a team
• Flexible and creative with logistics planning, calendar and travel planning, meeting and agenda setting, and recording action items and follow up tasks
• Be a self-starter and think creatively, encourage innovative thinking, problem solving and consensus building
• Ability to work on multiple tasks and meet deadlines
• Strong organizational and project management skills
• Contributes to a positive working environment and behaviors to support diversity and inclusion
• Computer proficiency in Word, Excel, PowerPoint, and UGA systems

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