



PERSONNEL REQUISITION

COPY

Date: August 19, 2008

From: James Maxwell Department: COBE

Please procure, by transfer or from other sources, a candidate for:

Job Title: Administrative Assistant to the Dean Shift Required: First

Date Required: ASAP Full-time Part-time

Description of work to be done:

See attached.

Special qualifications desired:

See attached.

Supervisor/Chairperson: _____ Date _____

VP for Business Affairs: *J. Barnes* Date _____

Director of Personnel: _____ Date _____

Date received and posted: _____

M. Janku 8/19/08

*Debra Pettym
8/19/08*

**ASHLAND UNIVERSITY
POSITION DESCRIPTION**

**TITLE: ADMINISTRATIVE ASSISTANT TO THE DEAN,
COLLEGE OF BUSINESS & ECONOMICS**

FUNCTION: Under the supervision of the Dean of the College of Business & Economics, manages the office operations and provides executive secretarial services for the Dean.

CAPABILITIES REQUIRED: The administrative assistant must be able to maintain an efficient office operation and make decisions in the absence of her supervisor. Excellent human relations, clerical, and decision-making skills are essential.

Competency in microcomputer operations or the ability to be so trained, as well as, accounting skills, are important. This person must be flexible and willing to work additional hours when necessary as well as possess the ability to work under pressure with versatility and adaptability.

USE OF CAPABILITIES:

1. Maintains COBE personnel files including information pertaining to contracts, contract worksheets, salary calculations, and other confidential information as well as COBE position descriptions (administrative and support personnel).
2. Assists the Dean in monitoring COBE budgets, completing budget (check requests, faculty/student/publication grants, cash advances, etc.), budget analysis, and developing projections as well as communicating appropriate financial information to campus and center program directors and working closely with Business Office personnel.
3. Coordinates evaluations of COBE directors, chairs, associate dean, assistant deans, and support staff as well as tabulates final reports of all data.
4. Coordinates and supervises the office student workers assigned in the COBE.
5. Secretarial support to the Dean.
6. Responsible for catalog changes.
7. Coordinates and completes faculty supplemental contracts.
8. Coordinates and completes faculty load reports.
9. Provides support for director and administrative assistant searches.
10. Drafts and prepares correspondence, as appropriate, for the Dean's review.

11. Oversees the Ellis Award
12. Responsible for the implementation of the Eagle Executive Newsletter
13. Research assistants/ Intern
14. Accreditation & Review
15. Serves as a "troubleshooter" for the Dean's- office.
16. Fulfills supervisory tasks as delegated by the Dean.
12. Serves as resource person to inform individuals interested in general school matter's.
13. Makes secretarial assignments for Ford Lecture Series and other lecture activities.
14. Assumes responsibility for administrative office work, including the maintenance of all appropriate records.
15. Prepares correspondence for transmittal to appropriate individuals including those associated with schools, colleges and universities or other agencies.
16. Assists in preparing all surveys and reports requiring the approval of the Dean.
17. Assists the Dean in completing special projects initiated by such agencies as the Learning Commission of Ohio, ACBSP, Board of Regents, NCA, etc.
18. Supervises all office help.
19. Coordinates the processing of appropriate purchase orders and compensation requests. .
20. Prepares minutes for all College, Business Advisory Council, Chair Meetings, Dean's Council, COBE Administrators and other meetings designated and assigned by the Dean.
21. Works closely with other Administrative Assistants and Secretaries and serves as liaison from the Dean's office.

AUTHORITY: Under the supervision of the Dean of the College of Business & Economics, maintains College office operations.