



## Job Description

**Job Title:** Academic Department Coordinator

**Department:** Religion & Philosophy

**Name of Incumbent:**

**Reports to:** Academic Faculty Chair- Religion & Philosophy

| Scheduled Hours<br>(Hours per Week) | Employment Cycle<br>(Weeks per Year) | FTE                       | Grade          | Job Profile                     | FLSA Status                                                                    | Date Approved by HR |
|-------------------------------------|--------------------------------------|---------------------------|----------------|---------------------------------|--------------------------------------------------------------------------------|---------------------|
| 30                                  | 40                                   | .8                        | 9-Staff<br>(H) | Academic Department Coordinator | <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt |                     |
| Supervisor Completes                |                                      | Human Resources Completes |                |                                 |                                                                                |                     |

### I. PRIMARY RESPONSIBILITIES:

The Academic Coordinator will play an integral role in supporting the faculty and academic initiatives within the Philosophy, Religion, and Jewish Studies departments program at the college. This part-time position (30 hours per week) involves working collaboratively across various departments, administrative offices, and academic programs. The coordinator will provide essential administrative support and coordination for faculty members and academic programs, facilitating partnerships both within the campus and with external institutions such as the Five Colleges.

As a member of their respective department, this position is essential to employee, student, and community service and experience. The incumbent must feel comfortable working in an often fast-paced organizational framework with shifting and evolving responsibilities. This position collaborates with other Academic Affairs faculty and staff, and a variety of other College offices to meet the department goals, and further the mission of the department and the College. This position participates as a committed member of the academic team in college and division committee work, projects, meetings, events, and overall community development.

### II. ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Offer comprehensive administrative assistance to departments' faculty and staff.
- Offer comprehensive support to faculty and staff with budget and purchasing matters.
- Coordinate academic and curricular initiatives, ensuring efficient operations across departments.
- Serve as a liaison between the departments and other college offices, including Human Resources, Finance, the Registrar's Office and the Office of the Provost.
- Assist with general advising of majors/minors and prospective majors/minors, declarations of majors and minors, and assignments of advisors for majors/minors.
- Support the implementation of academic programs, partnerships, and cooperative projects.
- Manage communication between the departments and wider campus community, fostering a collaborative working environment.
- Maintain schedules, coordinate meetings, and assist in organizing events that contribute to academic and community engagement.
- Hire, train, supervise, and manage student employees and other support staff as assigned.
- Assist in the onboarding of new faculty, visiting instructors, and staff as assigned.
- Perform other duties as assigned; occasional evenings and weekends may be required.

### **III. SKILLS/ KNOWLEDGE/ CERTIFICATIONS:**

#### **1. Required**

- Experience: 3 years of office experience, with a preference for higher education settings.
- Technical Skills: High proficiency in Adobe Acrobat, Microsoft Office Suite (especially Word and Excel), Google Apps, and Zoom video conferencing. Knowledge of Workday, Canvas, and Drupal is a plus.
- Communication: Strong oral and written communication skills, including experience in creating and proofreading communications. The ability to interact with a diverse community of faculty, staff, students, and alumni is essential.
- Interpersonal Skills: Ability to work collaboratively as part of a team and manage professional relationships with various internal and external stakeholders. Ability to promote a respectful and inclusive work environment.
- Time Management: Ability to multi-task, prioritize work, and meet deadlines. Demonstrates excellent organizational and time-management skills.
- Attention to Detail: Strong focus on accuracy and confidentiality in decision-making and handling sensitive information.
- Customer Service: Excellent interpersonal skills and the ability to provide high-quality customer service to a diverse range of audiences.
- Financial Skills: Experience with budget management, reconciliation, and creating financial reports is highly desirable.
- Work Skills: Ability to adapt quickly, manage multiple projects concurrently, and work independently or as part of a team.
- Judgement: Ability to work independently, demonstrate strong judgment, discretion, and confidentiality with highly sensitive information.

#### **2. Preferred**

- Higher education experience
- Experience with budget monitoring and reconciliation.
- Knowledge of Workday, Canvas (for course management) and Drupal (for websites).
- Experience supervising individual contributors (office assistants, etc).

Alternatives to formal education and paid work experience may be considered as equivalent qualifications to include military service/training, volunteering, activism, and other non-traditional programs and experiences related to the position.

**IV. SUPERVISION:** This position does not have supervisory responsibilities

### **V. PHYSICAL/ MENTAL/ WORK ENVIRONMENT DEMANDS:**

- Must be able to remain in a stationary position, often sitting or standing
- Must make a repeating motion that may include wrists, hands, and/or fingers
- Must lift and move objects weighing up to 25 pounds
- Must be able to communicate, converse, and exchange information with others
- Must be able to gather, classify, and organize information and work
- Must be able to concentrate on complex tasks and/or on tasks for prolonged periods of time
- Must be able to adapt well in the face of workplace stressors (ie, complaints, interruptions, competing priorities)

#### **DISCLAIMER:**

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at any time at the discretion of the Employer.