



UNIVERSITY *of* ALASKA

Many Traditions One Alaska

Position Job Duties

Req# 531388_ Administrative Assistant

50% Course Scheduling:

Generate Proposed Course Offering (PCO) spreadsheet for each semester using information from the Registrar's Office and in collaboration with the Associate Dean and distribute to Arts & Sciences faculty for review and changes.

Oversee all changes to ensure existing course information is approved, updated, or added as needed.

Enter final course information into CLSS scheduling platform - adding courses, removing unnecessary courses, and making all needed changes - and submit for validation prior to the registrar's final deadline.

Set and maintain deadlines via the PCO Google Calendar. Regularly provide the calendar link to faculty who may want to easily track deadlines.

Maintain digital archives of all PCO spreadsheets, CCFs, and new PCO forms, including reviewed and signed documents.

Provide reports of courses built from Banner to faculty and program coordinators for review, and to advisors for creation of scheduling matrices. Provide reports of course enrollment numbers from Banner to faculty.

Monitor A&S Course Scheduling inbox for course change forms and new proposed course offerings forms. Acquire necessary signatures for completed forms, and make requested changes in CLSS when possible.

When changes cannot be made through CLSS, work with the registrar to ensure the changes are made.

40% General Office Support:

Serve as point of contact for the Anderson (AND) building, providing administrative support to the AND building faculty & staff occupants, students, and all visitors.



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Make space use recommendations, oversee the preventive maintenance of office equipment (copier, fax, and laser printer), and assess repair needs

Oversee the AND building displays (posters, student bulletin boards, etc.)

Assist and collaborate with Arts & Sciences administrative support staff with a variety of administrative tasks, special events and special projects as requested.

10% Website:

Develop website content that is aligned with short-term and long-term marketing targets for the UAS School of Arts & Sciences. Edit, proofread, and ensure compliance with copyright and data protection laws.

Collaborate with marketing and design teams to plan and develop Arts & Sciences content, adhering to style and layout guidelines established by the Web Coordinator and the Public and Media Relations Team.

Create and update UAS directory webpages, providing information submission details to new hires, directly or through hiring managers.