



UNIVERSITY
of ALASKA

Many Traditions One Alaska

Position Job Duties

531399_CBSM Administrative Staff

Support for the Office of the Dean:

Sending and receiving/distributing mail

Receive/distribute equipment

Submitting and tracking information technology tickets

Submitting and tracking facility work orders, to include emergency/urgent needs

Maintaining the CBSM supply room to ensure adequate benchstock

Answer calls, answer routine inquiries/refer inquiries to appropriate staff/faculty

Respond to complaints

Operate and troubleshoot copiers and printers

Prepare correspondence

Open/close offices as needed

Maintain the CBSM Conference Room calendar

Schedule staff meetings and prepare agendas

Proofread prepared materials, as required

Assist the Director of Development and Outreach with event support

Coordinating activities and reserve facilities

Organize and file information/records

Support for Students:

Provide exceptional forward-facing customer service in person and on the phone - resolve requests and facilitate solutions

Assist students with academic program questions

Assist with appointments for advising

Provide registration reminders

Logistics and event support for student organizations

Logistics and event support for honor societies



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Support for the CBSM Student Support Center:

Maintain advisor calendars

Deconflict scheduling issues

Support walk-in students requiring advising services

Support for Faculty:

Set up classrooms

Assist with technology requests (Zoom, etc.)

Print/copy classroom aids

Assist with course support

Order textbooks when needed

ProCard Purchasing:

Complete ProCard purchases in accordance with UA policy via ProCard

Purchases will include instructional teaching aides, office supplies, and other items and consumables in support of the students, faculty, and staff of CBSM.

Maintain the ProCard log and updated transactions in JPMorgan.