



UNIVERSITY
of ALASKA

Many Traditions One Alaska

Position Job Duties

531670_UAF CLA Administrative Assistant - Art Department

50% Office Management, Administrative, and Human Resources Support:

Reception & Point of Contact

First point of contact for persons contacting (phone calls, voicemails, emails) and visiting the CLA Art Department – as the main front desk contact for students, staff, faculty, and the general public.

Provide a positive public impression of the Departments – assuring that a friendly, informative, and helpful attitude is directed toward all students, staff, faculty, and general public.

Direct inquiries as appropriate, initiate correspondence, take appropriate action, and follow through. Respond to a variety of general questions, making appropriate referrals as needed.

Apprise the Department Chair and faculty of emerging issues.

Serve as key liaison for the Departments with other CLA departments/programs, UAF departments, students, staff, faculty, and the general public.

Administration and Office Management

Responsible for the day-to-day administrative operations of the Art Department.

Manage an unpredictable range of daily activities involving Department personnel, faculty, staff, students, and the general public, using discretion, analytical and problem-solving skills, and resourcefulness.

Provide front desk support through administrative tasks (e.g., answering phones, voicemails, and emails, scheduling appointments)

Manage extensive written, electronic, and oral communication for the Departments (e.g., typing, filing, faxing, sorting, picking up and distributing mail, copying/digitizing documents).

Create, monitor, maintain, and update as necessary all department directories, listservs, and websites to ensure proper and up-to-date information regarding program, faculty, and staff.

Review, draft, and edit correspondence and documents as appropriate.



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Assist Department Chair with maintaining multiple calendars, scheduling appointments, and managing the flow of documents requiring attention/review/signature.

Schedule and participate in department meetings, and as needed, prepare and disseminate meeting materials, and record and transcribe meeting proceedings for proper dissemination and archival.

Track projects to ensure deadlines are met and necessary actions are taken.

Coordinate with Facilities Services, University Police Department CSO, and other university agencies related to building access (issue building keys, swipe card access), security, and safety for scheduled events.

Responsible for all departmental keys and equipment (facilities, computers, safe, showcase, etc.).

Serve as backup to other CLA departments needing administrative support as needed.

Participate in staff development and training sessions to maintain and further develop knowledge and skills pertaining to the position and university practices/procedures.

Human Resources Support:

Assist CLA's HR Coordinator with hiring student workers, adjunct faculty, and graduate teaching and research assistants by submitting all the necessary hiring information via the appropriate Google Forms.

Arrange for recruitment advertising in professional journals as needed in consultation with CLA HR Coordinator.

Serve as supervisor and timesheet approver for student assistants, also for temporary employees as needed.

Provide support to new CLA employees for the assigned departments (e.g., ensuring access to email, phone, keys, and office space) in coordination with the CLA Executive Officer and/or CLA HR Coordinator.

Fiscal / Procurement:

Monitor, order, and maintain inventory of equipment and office supplies (e.g., computers, computer accessories, paper, toner, pens/pencils, project-related supplies, and other university-owned equipment).



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Monitor the assigned Department's student worker, contractual, and commodities budgets as allotted by the CLA Fiscal Officer via soft ledger. Keep the department chair informed of expenditures and remaining balances.

Prepare and complete all department purchasing via ProCard. Use the ProCard Log (Google Excel Sheet) for all purchases.

Reconcile ProCard purchases in the JP Morgan system (PaymentNet) on a weekly basis, assigning the proper account codes and uploading all required documentation in PaymentNet. Submit requisition request to SBO per SBO process and procedure. Responsible for submitting all required backup documentation for the Procurement request to the SBO
Research items for purchase via Procard and the Banner procurement process.

30% Academic Program Support

Assist students with general academic program questions and provide appropriate referrals.

Process academic paperwork (e.g., petitions, change of grade, grade appeals)

Assisting with course scheduling using CourseLeaf (CLSS) (e.g., submitting course schedule additions and changes).

Submitting course catalog changes as needed at request of CLA Dean and/or Department Chair.

Coordinate department scholarships: send award letters to UAF Financial Aid Office; make necessary scholarship changes/adjustments per Department Chair instruction.

20% Public Information and Event Coordination Support:

Work with the CLA faculty and staff to prepare and execute special events, visits, and meetings (e.g., schedule planning meetings, coordinate the use of facilities, services, catering, and equipment).

Promote Art Department events and productions through a variety of media channels in coordination with CLA PIO.

Edit and layout of documents for inhouse publication: Reports, flyers, brochures, and newsletters for distribution.

Assist CLA's Public Information Officer (PIO) as needed.

Help maintain CLA department websites in coordination with CLA PIO