

Position: Executive Assistant to the Vice President for Academic Affairs/Academic Dean;
Administrative Coordinator for Academic Affairs

Department: Academic Affairs

Reports to: Vice President of Academic Affairs/Academic Dean (“VPAA/AD”)

Job Summary: Functions as office manager for the Office of Academic Affairs. Coordinates the activities of the VPAA/AD and other Office of Academic Affairs Deans as requested.

Duties and Responsibilities:

- Plans and manages calendar of activities for the academic year for meetings that include, but are not limited to, the faculty assembly, divisional and chairpersons’ meetings, relevant committees, workshops, colloquia, etc.
- Coordinates the preparation of documentation required for the VPAA/AD signature for full-time and adjunct faculty appointments and acts as liaison with the department chairpersons and the Office of Human Resources regarding the hiring of faculty.
- Maintains full-time and adjunct faculty files and assists in the preparation of faculty contracts and chairpersons’ appointment recommendations to the President.
- Serves as liaison with internal departments and external institutions on behalf of VPAA/AD.
- Assists VPAA/AD in preparing reports (including compiling data for the annual report) and correspondence.
- Manages paperwork, tracking incoming and outgoing correspondence, arranging personnel interviews.
- Schedules VPAA/AD’s and Deans’ calendars and special functions.
- Assists at meetings by note taking and preparing minutes as needed.
- Establishes and maintains a system to monitor fulfillment of department reports, faculty annual data forms, and materials for the Instructional Affairs Committee of the Board of Trustees.
- Supervises student assistants within the Office of Academic Affairs.
- Performs other duties requested by the VPAA/AD.

Qualifications:

- Bachelors’ degree.
- 3 – 5 years related work experience, preferably in a higher education environment.
- Excellent interpersonal and communication skills.
- Computer and internet proficiency including, but not limited to, Microsoft Outlook, Word and Excel.
- Ability to communicate effectively within a diverse population of students, faculty and staff.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.

About St. Francis College:

For over 150 years, the mission of St. Francis has been to provide an affordable, quality education to working class people who otherwise may not be able to attend college. St. Francis College is a private, independent, co-educational urban college whose Franciscan and Catholic traditions underpin its

commitment to academic excellence, spiritual and moral values, physical fitness, social responsibility and life-long learning. We educate the whole person for a full, relational life, developing the students' talents and abilities for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership.

The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City and to serve the needs of the local community in which they live and study. Our location in Brooklyn Heights provides a confluence of cultures and religious beliefs, mirroring our commitment to maintain and celebrate our diverse student body.

St. Francis College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to increasing the diversity of our faculty, students, and the curriculum. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply.

Interested applicants can apply by clicking [here](#).