

Chatham University
Program Assistant
Falk School of Sustainability & Environment

Job Title: Program Assistant, Falk School of Sustainability and Environment

Position Reports to: Executive Assistant to the Dean, Falk School of Sustainability and Environment

Position Summary

The Program Assistant serves as day-to-day professional administrative support to the academic and financial operations of the Falk School of Sustainability & Environment and Eden Hall Campus. The Program Assistant supports the curricular administration of the Falk School academic programs, including managing academic calendars, processing academic actions and related forms and correspondence, coordinating contracts and communications with adjunct faculty, and supporting academic program assessment.

The Program Assistant also is primarily responsible for coordinating and processing actions necessary for the day-to-day financial operation of the School and Campus, including related to contracts, purchase orders, invoices and related actions to implement the School and Campus budget.

Duties and Responsibilities

Curricular & Academic Program Administration

- Maintains an academic calendar for the school, alerting faculty as critical deadlines approach.
- Facilitates the construction of semester teaching calendars and faculty teaching rotations; tracks regular faculty load and overload and ensures faculty overload contracts are created and processed.
- Coordinates (1) collection and entering of program assessment data; (2) collection of course syllabi and needed submission to the VPAA's office; (3) collection, updating and distribution of all program degree check-lists and other materials to support faculty academic advising responsibilities.
- Creates reports and prepares academic action letters for graduate and undergraduate students.
- Generates Dean's list report for undergraduate students.
- Schedules and organizes thesis and final project presentations.
- Provides basic administrative support to faculty and instructors.
- Assists with executing academic events including those for recruiting, orientation, graduation, and the arrangements for other meetings, workshops and conferences related to the Falk School academic programs.

Administrative Support for School & Campus Financial Operations

- Responsible for the day-to-day financial processing for the School and Campus, including payments, contracts, invoices, and purchase orders.

- Remains current on all University procedures related to budget and financing, including those required by the University Business Office and serves as focal point for training and appropriate compliance with such procedures by Faculty and Staff.
- Coordinates and executes procurement of supplies for academic programs.
- Coordinates the timely school- and campus-wide processing credit card purchases under Concur system including supporting necessary approvals by the Dean.

Required Qualifications

- An associate degree with at least 5 years experience as an administrative assistant in a professional office setting.
- Experience managing correspondence, organization calendars, ensuring compliance with deadlines and other procedures.
- Experience with complex procedures and systems for organizing and recording a range of professional and financial records, including processing payments, contracts, invoices, and purchase orders.
- Extensive experience with budget-specific software and related processes; proficiency with Microsoft Office programs, including Excel, PowerPoint & Teams.
- Ability to work independently and coordinate a variety of activities, processes and events in a fast-paced environment.
- Maintains strict confidentiality to handle sensitive matters using discretion, diplomacy, and good judgement.
- A high degree of emotional intelligence, excellent listening skills, cultivated patience for collaborative processes, respect for diversity of background, identity, and perspective, and a positive, solution-oriented attitude around inevitable conflict and disagreement.

Preferred Qualifications

- A Bachelor degree and specific experience supporting administration in a higher education environment.
- Experience working directly with students and faculty in a diverse and collaborative university environment.
- Experience with event planning and related event management.

Physical Requirements:

Hear: Continuous	Sit: 40%
Speak: Continuous	Stand: 25%
See: Continuous with 20/20 acuity	Walk: 35%
Stoop/Bend/Kneel/Squat: 5%	Write: 80%
Use telephone: 10%	Push/Pull: 5%
Use computer: 75%	
Meetings/interactions: 15%	
Reach above shoulders: 5%	
Fine hand manipulation: 25%	