

Job Title**Academic Affairs Coordinator, College of Pharmacy****Job Description:**

The Academic Affairs Coordinator supports the success of the Academic Affairs Office, assists faculty in academic matters such as course and classroom scheduling, manages proctoring of exams and performs a variety of relational coordination functions. The Academic Affairs Coordinator must be able to organize, plan out work, be capable of handling multiple assignments and prioritizing them in a constantly changing work environment. The Academic Affairs Coordinator is an office support generalist position that requires a high level of interface with campus constituencies, including but not limited to Deans, Chairs, Directors, Faculty and other Coordinators, Committees, Staff and Students. This position requires multitasking abilities, exceptional interpersonal/cross-cultural communication skills, the ability to complete tasks with accuracy, meet deadlines, and take the initiative with the ability to problem solve.

Reports to:**Academic Affairs Manager****Classification:****Full-Time, Non-Exempt Staff****Essential Duties:**

- Assign classrooms according to the course schedule at least 3 months prior to the start of each semester;
- Coordinate the publication of materials to the University website such as exam schedules and other documents related to the Office of Academic Affairs;
- Assist experiential staff as needed to ensure proper processing of forms and documentation of experiential requirements such as Basic Life Support and other needs;
- Assist faculty in the assessment of grading of student performance;
- Oversee grade input, Brightspace classrooms, supply ordering and inventory, management of classroom materials, and support of facility maintenance;
- Own administrative tasks to ensure smooth and efficient support in the Office of Academic Affairs;
- Provide administrative support to committees within the College of Pharmacy;
- Assist with the scheduling and coordination of exam proctoring, including ADA accommodation;
- Collaborate with campus constituencies on student development and participation in New Student Orientation, White Coat Ceremony and Commencement;
- Uses independent judgment to prioritize projects to ensure efficiency and department/office success;
- Provide technical support to the department/office and faculty regarding computers, classroom set up, printers and other office equipment as needed;
- Prepare typed reports, memorandums, and meeting minutes with a high level of accuracy and efficiency;

**Qualifications/
Education:**

- Act as a liaison between Administrators, Faculty, Staff and Students within the Office of Academic Affairs and the University as assigned;
- Assist in managing the calendar of the Executive Associate Dean or Department Chairs for the College of Pharmacy;
- Assist in managing databases, entering data, producing reports and charts;
- Coordinate the signing and distribution of various documents as requested;
- Arrange and coordinate room reservations, catering and other provisions for college meetings and events;
- Maintain files and records: fax, mail and photocopy documents as needed;
- Run local errands;
- Maintain confidentiality of records and information;
- Other duties as assigned.

Education

- Associate degree preferred

Skills & Experience

- At least 2 years of experience in teaching or academic administration;
- Strong reading, writing, and editing skills and detail orientation;
- Pleasant presence in the office or classroom and on the phone;
- Ability to multi-task and meet deadlines;
- Keep track of multiple projects and ensure timely follow-up; self-motivated and able to work independently with minimal supervision;
- Ability to maintain confidentiality, exercise good judgement and act professionally, sensitively, and with a high level of discretion. Excellent communication and customer service skills including the ability to maintain good relations with the University community;
- Proficiency in Microsoft Office Suite: Word, Excel, Outlook and standard learning management systems;
- Ability to identify opportunities to improve academic systems and develop innovative solutions.

Compensation:

Position offers competitive wage based on experience plus benefits.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, addresses, and telephone numbers of at least (3) professional references who may be contacted. Please send a completed package electronically to careers@chsu.edu and type **Academic Affairs Coordinator** in the subject field of the email.