

Program Assistant II – UCPEA 4
Chemistry Department
Search # 2008 295

Job Summary

Under the direction of the Chemistry Department Head, this staff member provides programmatic support and leadership for the department. This is the principle staff member to manage the faculty and staff personnel issues as well as assisting the department head with reporting duties.

Characteristic Duties and Responsibilities

Serve as Office Manager.

Make recommendations to the department head to improve organization and workflow

Compile and maintain collection of resource materials and program information

Manage the faculty/staff search process ensuring compliance with HR/Affirmative Action policies and procedures

Prepare/edit searches, advertisements and where necessary, job descriptions

Insure that applicant files are complete

Facilitate file reviews by faculty

Manage Process, resolving problems to ensure compliance

Manage applicant visits

Work with Department Head to manage faculty promotion and tenure and reappointment (PTR) processes

Facilitate file development between the faculty member and the Department Head and promotion and tenure committee.

Serve as liaison between department level and Dean's Office for entire process

Manage faculty/staff payroll

Draft offer letters and other documents needed for completion of payroll packet; arrange orientation with HR, payroll, as required.

Prepare and track all immigration paperwork for various hires and various visa levels for entire department. Resolve problems with the department of International Services and Programs.

Manage TA and faculty evaluation process

Serve as resource to students and visitors to the chemistry building.
Have an understanding of all aspects of the department (educational and research) to field most of the questions

Manage department website.

Minimum Acceptable Qualifications

1. BA degree
2. Three-5 years related experience
3. Demonstrated ability to independently provide significant program support
4. Demonstrated ability to work independently and regularly exercise judgment regarding a wide variety of administrative matters
5. Good interpersonal and organization skills
6. Good writing and communication skills

Other Desirable Qualifications/Skills

1. Web knowledge-ability to technically manage the website or ability to learn