Employee Name: 
Division: Winona State University
Classification Title: Office and Admin Specialist Int.
Prepared By: 
Position Control Number: 00213390
Activity: 
Working Title: 
Prepared By: 
Appraisal Period: 

POSITION PURPOSE:

Academic Year:
This position provides administrative support to the Chairperson and all faculty of the Business Administration Department. This position coordinates office and information management of departmental majors and minors. This position maintains and monitors the budget for the department, and inputs, monitors, verifies, and corrects class schedules. This position is responsible for hiring, training, and supervising student employees, and administering and controlling the inventory of equipment, materials, and supplies. This position is responsible for typing, copying, assembly of tests, handouts and other class material for department faculty and serves to monitor the College of Business multi-function device machine, paper, supplies, trouble shooting and meter reading. This position is responsible for overseeing the departmental website and assisting in the development of brochures and other departmental promotional materials.

Summer:
This position provides administrative support to the Chairpersons and all faculty of the entire College of Business. This position is responsible for hiring, training, and supervising student employees for the College of Business departments, and administering and controlling the inventory of equipment, materials, and supplies. This position is responsible for typing, copying, assembly of tests, handouts and other class material for the College of Business departments’ faculty and serves to monitor the College of Business multi-function device machine, paper, supplies, trouble shooting and meter reading. This position is responsible for overseeing the College of Business departments’ websites.

REPORTABILITY

Reports to: Chairpersons of departments served
Supervises: Student employees

DIMENSIONS

Budget: Manage multiple budgets and grants
Total dollars – over $44,000 (salaries not included)
Inter-Faculty Organization (IFO)
Department Budgets
Rochester Travel Budgets
Student Work Budgets
WSU Foundation and Scholarship Fund
Department Faculty Grants
**Clientele:**
Department Chairperson(s) and faculty
Rochester Faculty and Staff
Students
ITV (Interactive Television) Director, Winona and Rochester for scheduling of classes and meetings.
Visiting public and potential students
Dean’s Office
Business Office
Admissions Office
Registrar’s Office
Financial Aid Office
Technical Support Office
Media Services Office
Library
Other College of Business faculty and offices, when warranted by special circumstances
SHRM (Society for Human Resource Management) student organization
MISA (Management Information Systems Association) student organization
Delta Sigma Pi student organization
Other appropriate departmental organizations and interfaces.
Principle Responsibilities and Tasks

1. To serve as the Office Manager for the Business Administration Department. Develop office procedures for faculty and students to efficiently coordinate the workflow of the office in an organized manner. Provide administrative support to all faculty of the College of Business during the summer.
   a. Respond to detailed and diverse questions regarding departmental programs and procedures via in-person requests, telephone and email.
   b. Route messages and mail in a timely manner.
   c. Assist with faculty searches by preparing the necessary Affirmative Action recruiting forms, scheduling interviews and setting up meetings.
   d. Organize and maintain an accurate filing system (both physical and electronic).
   e. Ensure security of tests and confidential office records.
   f. Order and maintain office supplies and academic supplies for faculty.
   g. Monitor and maintain all office equipment. Troubleshoot mechanical problems and request repairs when needed.
   h. Assign students to advisors upon declaration of major, or when student requests a new advisor or declares major. Keep student to advisor ratio evenly distributed.
   i. Prepare and collect confidential ballots for faculty promotion, retention, and tenure of faculty and for office department Chairperson, maintain confidentiality.
   j. Prepare and process faculty contracts each semester and for summer and overload pay, ITV teaching and adjunct faculty following proper IFO procedures and forward to the Dean.
   k. Prepare contract cost center change forms when necessary and forward to the Dean.
   l. Attend department(s) staff meetings and take Minutes and type; distribute copies to faculty and maintain electronic copy of meeting notes on website or shared drive.

   Priority: A   Discretion: A   Percent of Time: 25   Essential Function: Yes

2. Monitor budgets of departments served. Manage disbursements to ensure the departments stay within guidelines. Provide daily oversight and inform chair of discrepancies.
   a. Maintain departmental disbursements for reconciliation with monthly computerized reports.
   b. Monitor budget printouts and reconcile discrepancies monthly. Transfer funds when appropriate.
   c. Analyze and project needs for budget development.
   d. Initiate, process, and record all travel requests, both IFO and departmental travel requests and employee expense report forms. Monitor closely to ensure faculty member stays within the allocated amount.
   e. Maintain Excel spreadsheets of faculty travel expense reports. Maintain line items, analyze and recommend where to transfer funds to ensure the department stays within the allocated amount.
   f. Advise the affected faculty and the department Chair of the status of the travel allowance budgets of individual faculty.
   g. Submit off-campus travel reimbursement forms monthly to Business Office. Dates and mileage, expenses of each class taught off campus must be configured accurately.

   Priority: A   Discretion: A   Percent of Time: 15   Essential Function: Yes
3. Prepare TCF’s (Term Course File input data sheets) for all departmental courses offered. Conduct analysis of course offerings, as needed. Compile and sort enrollment data for semester and yearly comparison and department reports.
   a. Review tentative course schedules, on a semester basis, for discrepancies such as classroom, time conflicts, class size, making changes when necessary.
   b. Work with enrollment statistics, monitoring limit numbers, increasing student enrollment when necessary and exchanging classrooms when necessary to accommodate a larger enrollment in one class or another.
   c. Maintain records for faculty regarding class enrollments. Distribute information to faculty. Prepare file folders with data for easy access by faculty.
   d. Obtain enrollment numbers, course offerings, and majors each semester or upon request.
   e. Pull schedules, transcripts, class enrollments off MnSCU upon faculty request for enrollment verification or for verifying prerequisites.
   f. Conduct analysis of course offerings using university supplied data when instructed to by department for use in determining course demand.
   g. Provide information from university assessment documents when requested.

Priority: A  Discretion: A  Percent of Time: 10  Essential Function: Yes

4. Provide assistance to faculty with research documents, designing promotional departmental pamphlets, and scholarships. Assist with internship and job opportunity listings made available to students.
   a. Design promotional pamphlets for the departments to be used as a marketing tool, with final approval given by the faculty and the Chair.
   b. Type research papers for conferences, publications and professional meetings.
   c. Format papers in accordance with conference or publication requirement.
   d. Update pamphlets as necessary and coordinate printing of pamphlets with printing office.
   e. Distribute pamphlets, when requested, to interested parties.
   f. Gather necessary information for posting of Scholarships.
   g. Maintain separate records of Scholarship and Foundation budgets.
   h. Notify Foundation office and recipient of award.
   i. Process internship application forms and forward to the Dean of the College of Business.
   j. Update Internship board by posting current internship positions available.
   k. Prepare power point slides about internships to be posted on monitors around College of Business.
   l. Keep program plans up to date. Work with chair in designing program planning materials to be available for current and prospective students.

Priority: A  Discretion: B  Percent of Time: 15  Essential Function: Yes

5. Provide administrative support to the Chairperson(s) and faculty members of the department.
   a. Schedule appointments, set up meeting locations on main campus and in Rochester. Work with the ITV Department when necessary to arrange meetings for both Winona and Rochester located employees.
   b. Prepare correspondence as needed. Format and type exams, syllabi, recommendations and memos.
   c. Compile tests and classroom materials in a timely manner and maintain confidentiality; produce copy or deliver to Print Shop items to be reproduced-depending on cost efficiency and security.
   d. Maintain electronic copies of syllabi so they can be retrieved in a timely and efficient manner.
   e. Post cancellation notices on classroom office doors when classes are cancelled.
   f. Order examination copies for faculty classroom use from publishers as needed.

Priority: A  Discretion: A  Percent of Time: 20  Essential Function: Yes
6. Maintain departmental website. Prepare website updates as needed. Provide general technical support for website, D2L and other technological enhancements utilized by faculty.
   a. Update majors, minors, departmental and faculty information as needed. Post departmental announcements, semester schedules, final exam schedules, guest speakers and other relevant information.
   b. Prepare information to be used on website and monitors in College of Business including departmental events, faculty research, internships and other relevant information as needed.

   Priority: A  Discretion: A  Percent of Time: 10  Essential Function: Yes

7. Supervise student workers. Determine need and conduct training for Student Workers.
   a. Recruit, interview, select, and hire (making final decision) of student employees
   b. Maintain Student Worker budget and sign and submit time sheets when due.
   c. Train, coordinate, and direct student employees in departmental policies, procedures and equipment.
   d. Monitor student time sheets, making sure assigned hours are within the amount awarded, record hours worked and monies earned for office records and verify budget printout.
   e. Coach student employees and, if needed, reprimand and discharge student employees if office policy is violated.

   Priority: A  Discretion: A  Percent of Time: 5  Essential Function: Yes
POSITION DESCRIPTION C

Employee Name:

Nature and Scope: (Relationships; Knowledge, Skills, and Abilities; Problem-Solving and Creativity; And Freedom to Act)

Relationships:
This position serves as the central point for providing administrative services with the departments served, both orally and in writing to the Chair(s) of the department(s) and faculty students and prospective students, and many other office areas, such as Dean’s Office, Business Office, Print Shop, Registrar’s Office, Technical Support, Media Services, Rochester faculty and staff, Director if ITV in Rochester and on campus, Admissions, Financial Aid, Library, Academic Vice President, President’s Office, the Development Office and the general public.

Knowledges, Skills, and Abilities:

Minimum Qualifications:
- Math: Sufficient to add, subtract, multiply and divide when working with budgets.
- Typing Keyboarding (40WPM): Sufficient to draft correspondence for the Chairs.
- Data Entry Performance: Sufficient to enter budget information into ISRS and to initiate TCFS.
- English (Speaking and/or Writing and/or Reading Orally): Sufficient to communicate with students and customers of the department via email and in person.
- Word Processing: Sufficient to draft correspondence for the department chairs.
- Spreadsheets: Sufficient to enter budget information into databases and manipulate the data.
- Bookkeeping: Sufficient to monitor the department budgets and make recommendations on discrepancies.

Preferred Qualifications:
The preferred candidate would have the following abilities, knowledge and skills:
- Comprehensive knowledge of the university’s, MnSCU’s and the State of Minnesota’s organizational structure, academic structure and policies and procedures to insure proper procedures are strictly followed and adhered to.
- Strong human relations, organizational, and management skills to exercise sound judgment and maintain a high degree of confidentiality while working with students and alumni records (data privacy issues).
- High degree of computer skill including website maintenance, database development, word processing, data analysis and presentation of results, email, purchasing, students records, and graphics. Proficient in the following software: Microsoft Word, Excel, Access, Adobe Acrobat and Designer, Dreamweaver, HTML, PowerPoint, MnSCU Purchasing control and Student ISR Systems.
- Thorough knowledge of office procedures and practices and ability to provide training to develop the skills of self and co-workers. Ability to work under stressful conditions while adhering to strict deadlines.
- Ability to establish and maintain strong and effective working relationships with administration, faculty, staff, students, community and prospective students.
- Ability to analyze and research facts for recommending actions to problems that are brought to the attention of the Chair and department. Requires strong organizational and interpersonal qualities.
- Excellent oral and written communication skills to allow interaction with diverse populations that the incumbent works with. Must possess quality skills in making decisions, multi-tasking and discretion to meet a demanding workload.
- Strong knowledge in accounting and budgeting principles and ability to analyze data, select relevant information and then prepare and summarize this information into reports.
- Ability to troubleshoot and resolve conflicts within the working environment while maintaining a high degree of professionalism.
- High degree of attention to detail and ability to work independently on several projects at a time.
- Ability to support the technological enhancements introduced by faculty members in the classroom and within the department.
PROBLEM SOLVING:
This position requires the ability to recognize problems so that satisfactory solutions can be worked out in a timely manner. Creativity, analysis and research skills are essential when creating documents, resolving student worker problems and ensuring that all deadlines are met. This position is key to connecting with faculty and staff and deals with students, visitors and industry contacts, assisting them with questions and/or any problems that may arise on behalf of the Department. This individual must be able to work independently and prioritize a multitude of tasks and be flexible to meet the challenges created by a large ever-changing Department of Business Administration that encompasses three different majors, five minors and several faculty from diverse fields of business on two campuses.

FREEDOM TO ACT:
This position performs duties with minimal direct supervision. The individual is free to act independently and bring matters to resolution within the scope of his/her authority. The individual must demonstrate initiative, good judgment, have a high expectation of autonomy and is allowed discretion. High level skills in planning, organizing, and facilitating all activities carried out in the departmental offices served are needed.