



Work-Study Job Description Form

Job Title (not abbreviated):	Assistant to the Vice President of Academic Affairs
Department:	Academic Affairs
Reports To:	Nancy Daniel
Supervision:	Nancy Daniel
Date Created/Revised:	9/13/2016
Incumbent:	

General Description:

Coordinate materials. Copy materials for faculty; organize files in Dean's office; help prepare for NEASC visit; clean up computer and organize the files on drive; help with graduation preparations. Various clerical tasks; bring materials to the three sites; translate if necessary.

Specific Duties:

- Primary Departmental Duties:
 - see above

- Administrative and Organizational:
 - see above

Hours:

8 - 15/ week

Requirements:

Excellent organization skills, attention to detail, knowledge of Excel helpful.

Education / Training:

High School Diploma