



<b>Job title</b>	<b>ACADEMIC ADMINISTRATIVE ASSOCIATE</b>
<b>Reports to</b>	<i>Vice President of Academic Affairs</i>
<b>Classification</b>	<i>Exempt</i>

### **Job purpose**

#### **ACADEMIC ADMINISTRATIVE ASSOCIATE (AAA) BASIC FUNCTION**

Under the direction of the Vice President of Academic Affairs, the Academic Administrative Associate will plan and perform a wide variety of complex tasks and general support for the College to assure timely and efficient office operations that may include information of a sensitive or confidential nature. The AAA will also provide relief of technical and administrative duties including research, tutoring, information gathering for presentations, and files and records management for the Academic Department. The AAA will use discretion, sound judgement, and apply knowledge of relevant law(s), college policies, regulations, and procedures. The AAA will perform front desk duties in a professional manner and administer and maintain the College's social media platforms and website.

### **Duties and responsibilities**

The AAA performs duties as primary administrative support to the Vice President of Academic Affairs and other duties as assigned. The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class. These duties are representative of the essential functions of the position.

#### **REPRESENTATIVE DUTIES**

1. Plan and provide high level complex administrative support and technical office duties that require access to confidential and non-confidential information utilizing Microsoft Office Suite, student, employee, and financial databases. Maintain records, files, and/or documents for the Academic Department. Attend, take notes, transcribe minutes of various meetings and/or presentations; present on behalf of the Academic Department as needed. Ensure completeness and compliance with College standards, policies, and procedures;

2. Interact professionally and ethically, provide information, and assist with complex issues, requiring the use of sound independent judgement. May conduct investigations, conduct research, and/or respond to requests for information, support, and/or complaints. Make sound recommendations to resolve issues;
3. Research and assemble data and/or information from a variety of sources; and maintain appropriate data files. Develop and incorporate a new and improved filing systems and academic procedures to ensure the efficiency of office operations, adhering to College and state standards;
4. Act as liaison in coordinating matters between administrators' offices and other executive-level administrators, students, faculty, department chairs, and outside parties. Provide follow up to ensure appropriate action is taken. Conduct research, analyze, and interpret policies within area of responsibility pertaining to student and employee records;
5. Maintains Academic calendars. Coordinates, arranges, and confirms meetings, seminars, and conferences. Schedules and confirms appointments and meetings for the department. Notify appropriate individuals of meeting times and locations.
6. Plans, organizes, and administers academic events and activities relating to faculty and students. Works collaboratively with the Executive team to secure venue, catering, and event logistics while adhering to policies and procedures established by the College and collaborating partners. Obtains permits, approvals, written exceptions as required.
7. Records and maintains budgetary reports for the Academic department. Includes maintaining project budgets for events and activities. Ensures that each event remains within budget and adheres to financial protocol and administrative policies, goals, and restrictions.
8. Research, analyze, and prepare information for dissemination to the public through various communication outlets. Post physical announcements and administers College webpages, social media platforms and College calendars.
9. Process documents and prepare reports for the Vice President of Academic Affairs.
10. Serve as a Tutor and may assist to grade assignments. Perform related duties as assigned.

## **Knowledge and skills**

### KNOWLEDGE AND ABILITIES

Knowledge of:

1. Modern office and administrative practices and procedures, preparation and presentation of complex reports; record-keeping techniques; operation of office machines including computer equipment and Microsoft Office Suite applications and databases.
2. Correct usage of the English language with proper grammar, terminology and spelling, punctuation, and vocabulary; exceptional oral and written communication skills required.
3. High-level research skills; experience in grading, preparing syllabi, and course planning in a higher education institution. Understand a wide range of institutional issues;

- research, learn, interpret, apply, and explain rules, regulations, policies, and procedures; analyze and recommend improvements to systems, procedures, and methods;
4. Interpersonal skills using tact, patience, and courtesy; communicates effectively adhering to local, state, tribal, and federal mandates;
  5. Knowledge of functions and structures of college and university environments, including the role of an elected Boards, foundations, and appointed committees;
  6. Advanced skills in word processing, graphics, spreadsheet, database, presentation, and other software to create documents and materials requiring the interpretation and manipulation of data;
  7. Advanced knowledge in principles and practices of college administration, including budgeting, purchasing, risk management, and maintenance of records.

Ability to:

- To follow applicable state, federal, tribal, and regional laws, regulations, policies, and procedures relating to post-secondary education;
- Plan and perform complex administrative support and public contact work in support of Vice President of Academic Affairs and Executive Team with little to zero instructions;
- Work without supervision, take initiative, and organize work; research, interpret, apply, and explain rules, regulations, policies, and procedures; evaluate and recommend improvements to systems, procedures, and methods;
- Work confidentially with discretion, tact and diplomacy; manage multiple and rapidly-changing priorities, timelines operate with a high sense of urgency, meet schedules and deadlines; maintain logs, reports, and records;
- Use discretion when interacting with sensitive and confidential situations and concerned community members; compose correspondence, prepare documents, and make arrangements; maintain confidentiality of student records and personnel issues and records;
- Analyze situations accurately and adopt an effective course of action; understand and be sensitive to the diverse backgrounds of college students;
- Answer telephones and greet the public courteously; determine appropriate action within clearly defined guidelines; operate a variety of office machines including a computer and applicable software including Microsoft Office Suite, QuickBooks, and other databases; word processing, spreadsheets, database management, and email;
- Communicate professionally and effectively both orally and in writing. Prepare clear, concise, and accurate records and reports. Establish and maintain cooperative and effective working relationships with others; maintain confidentiality of student records; understand and follow oral and written instructions;
- Establish and maintain highly effective working relationships with College executives and managers, Board members, tribal members and officials, committee members, staff,

students, the public and others encountered in the course of work; understand and follow oral and written instructions;

- Sit for extended periods of time; bend at the waist, kneel or crouch, and lift 25 pounds.

## **Minimum Qualifications**

### EDUCATION AND EXPERIENCE

Any combination equivalent to: Bachelor degree with 2-3 years of experience at a higher education institution.

### WORKING CONDITIONS

Environment: Office environment. Constant interruptions.

### PREFERRED QUALIFICATIONS

Masters' degree with a strong sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of college students, especially the Native American population. Native American applications strongly encouraged.

## **About**

### **California Indian Nations College**

California Indian Nations College began with a Strategic Planning Committee (CINC SPC) comprised of over 35 members, a coalition of constituents from the local Indian Community within the Southern California region. The CINC SPC supported a vision to establish a two-year, accredited college with a curriculum that incorporates Indigenous culture, Native language revitalization, and a re-institutionalization of traditional Native American values.

With the support of the local Indigenous community, Twenty-Nine Palms Band of Mission Indians, College of the Desert, and the Native American educators who serve on the CINC SPC, CINC has become an integral part of an initiative supported by Chancellor Wilcox of UC Riverside (UCR) and the UCR Chancellor's Native American Advisory Committee to create this college for all Indigenous Nations in- and potentially outside the state of California. Given this high-level professional support, CINC will serve as a pipeline for future university students.

According to the American Indian Higher Education Consortium, there are currently 37 accredited Tribal Colleges and Universities in the United States of America; most positioned in the North and Northwest. Not one accredited Tribal College is located in California. Thus, CINC, located in Southern California, will be a monumental establishment for the future of all Native people in the southwest region and beyond.

With the continued dedication of the CINC Strategic Planning Committee, the CINC Foundation, and with the support of and partnership with Twenty-Nine Palms of Mission Indians, College of the Desert, and the University of California, Riverside, CINC aims to become the first accredited tribal college in California in decades.

CINC is located in Palm Desert, California, in the heart of Southern California Indian Country. Nearly a dozen reservation communities are nestled among the backdrop of the Santa Rosa and San Jacinto mountains in central Riverside County.

**Desired position fill date:**

May 10, 2019

<b>Reviewed:</b>	<i>04/03/2019 T. Robert Przeklasa, Vice President</i>
<b>Signature to Accept:</b>	
<b>Approved:</b>	<i>04/04/2019 Celeste Townsend, Interim President</i>