



Saint Joseph's Seminary

Dunwoodie

201 Seminary Avenue • Yonkers, New York 10704-1852

(914) 968-6200

Coordinator of Operations - Academic Office

POSITION SUMMARY

Reporting to the Academic Dean, the Coordinator of Operations assists in the implementation and improvement of administrative operations and processes, including those related to academic records and documents management, academic committee meetings, projects related to faculty and students at the Seminary, academic events, communications of the Academic Office, faculty searches, adjunct faculty contracts, and academic budget expenditures.

ESSENTIAL POSITION RESPONSIBILITIES

1. Records and Documents Management (50%)

- a) Assist Academic Dean and Associate Deans in the collection, storage, retrieval, and reporting of process documentation as well as student and faculty resources.
- b) Assist Registrar in the collection, storage, retrieval, and reporting of course, faculty, and student information; maintain up-to-date lists of current students and faculty.
- c) Assist Director of Assessment in the collection, storage, retrieval, and reporting of financial information, academic assessment data, and accreditation documentation.
- d) Collaborate with other directors in the continual improvement of records and documents management processes.
- e) Manage the student course evaluation process.
- f) Coordinate, initiate, prepare, process, and/or monitor a variety of forms, records, schedules, reports, and other documents related to assigned administrative functions, ensuring timely and accurate completion/review of documents.
- g) Organize and coordinate course offerings and various department activities/events, including arranging for all necessary facilities, staffing, scheduling, advertising/promotion, and the like.
- h) Oversee the Academic Office's area of Seminary website development and maintenance.
- i) Screen and direct incoming phone calls, email messages, faxes, and regular mail correspondence and respond where appropriate.

2. Committee Meeting Administration (15%)

- a) Maintain up-to-date member lists of all academic committees; arrange hospitality; facilitate meeting scheduling; attend meetings; record notes; compose, distribute, and archive meeting minutes.
- b) Manage student notifications of committee actions, e.g., honors, probation, dismissal.

ESSENTIAL POSITION RESPONSIBILITIES (continued)

3. Event/Classroom Management (15%)

a) Manage special academic events such as luncheons, speaker series, and commencement. Complete all event-related duties including: negotiate space use, oversee set-up and technology, contract hospitality, distribute invitations, design programs, obtain event personnel, and, request payment for expenditures.

b) Support faculty and staff with routine AV needs.

4. Faculty Employment Processes Administration (10%)

a) Assist with faculty searches: place advertisements, manage candidate application materials, attend search committee meetings and take minutes, arrange travel and lodging for candidates, and communicate with candidates.

b) Manage adjunct faculty teaching contracts: prepare, distribute, and monitor return of contracts; amend contracts as needed; arrange for payments with business office.

c) Confer regularly and work closely with Human Resources and Finance Departments in regulating faculty contracts, retirement matters, personnel files, search processes and other related material.

5. Room Scheduling (5%)

a) Maintain master schedule of campus room assignments for courses, academic committee meetings, and academic events; coordinate scheduling of rooms to best meet users' needs and prevent conflicts.

6. Budget Administration and Other Project Responsibilities (5%)

a) Receive faculty requests for classroom resources, professional development funds, and research assistants; submit payment forms to business office; monitor expenditures.

b) Manage short-term academic administrative projects as needed.

REQUIRED EDUCATION, EXPERIENCE AND SKILLS

- Minimum of two years of college coursework.
- 4+ years of office experience, preferably in an academic setting of higher education.
- Strong planning, administrative, communication and organizational research, writing and computer skills.
- Solid knowledge and ability to troubleshoot IT difficulties associated with general office equipment, classroom technology, and computers.
- Previous experience in organizing and maintaining moderately complex information systems and activities and the ability to oversee a complex variety of functions.
- Previous experience in organizing and maintaining moderately complex filing and record keeping systems, including strong experience with computerized information systems, especially spreadsheets.

REQUIRED EDUCATION, EXPERIENCE AND SKILLS (continued)

- Strong understanding of higher education personnel functions, organizational structure and administrative operations.
- Ability to multitask and work effectively under deadlines and with multiple interruptions.
- Ability to manage multiple tasks and receive direction from several people.
- Strong people management skills.
- Ability to identify and complete priority tasks among multiple simultaneous projects.
- Proven ability to identify and implement improvements in administrative processes.
- Experience and ability to work collaboratively with colleagues
- Highly organized and attentive to details
- Understanding of and commitment to confidentiality
- Excellent written and oral communication skills.
- Highly skilled in Microsoft Office suite, especially Word, Excel, and Outlook.
- Knowledge of web editing, online and print marketing tools, internet searches, and aptitude for learning new technology.
- Skilled in database management, including generating queries and reports.
- Skilled in document management strategies, including file organization and working with multiple document formats.
- Experience with Populi, Adobe Acrobat, Zoom, and HTML preferred.
- Availability/flexibility to work some evenings and weekends for special events, as needed.

Interested candidates should send a cover letter and résumé to sjsacademics@dunwoodie.edu