



POSITION ANNOUNCEMENT

Job Title: Office Coordinator
Department: Sign Language Studies
Reports To: Chair
Level: 6
Shift/Hours: Part-time/20 hours per week
Date Prepared: October 3, 2017

SUMMARY

This position provides overall administrative support to the chair and full-time and adjunct faculty of the department. Communicates via American Sign Language (ASL) to deaf faculty and staff as needed. Serves as first contact to handle and resolve student and community inquiries and complaints.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Answers telephone/videophone, takes and forwards messages; proctors exams on occasion. Organizes, sorts and routes incoming mail; prepares occasional mass mailings, types correspondence and paperwork, orders and receives supplies, and schedules rooms as needed.
2. Performs computer-related tasks to include retrieval of student information for course and student lists and creating, updating, and managing documents and databases. Accesses Students Records for faculty upon request. Assists faculty and students in submission or collection of assignments.
3. Assists with course building on Blackboard. Maintains and updates course documents, department files, and procedural manual.
4. Notifies students and appropriate offices of class cancellations or faculty absences.
5. Assists the chair with budgets to include creation and tracking. Accesses budget reports as required; maintain file of requisitions.
6. Assists the faculty with organizing observation and practicum placements for senior SLS students.
7. Oversees Continuing Education Unit sponsorship by the department through the Registry of Interpreters for the Deaf.
8. Provides access to the SLS lab; identifies and reports problems in the SLS lab.
9. Prepares course schedules and book requests in a timely manner; orders desk copies upon request.
10. Assists with special projects, such as developing SWOT analysis using various tools, coordinating new hire processes to include serving as a point person for search committees, supporting faculty and department-wide projects, data collection and maintenance for accreditation purposes.
11. Coordinates and attends events for the department and workshops for the interpreting and Deaf communities.
12. Provides community resources for agencies and organizations on sign language and related information.
13. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring and training; planning, assigning and directing work of student workers; addressing complaints and resolving problems.

EDUCATION AND EXPERIENCE

Associates degree required. One to two years' experience working in a professional environment. Must possess sufficient ASL fluency to communicate with professors on a range of topics using American Sign Language on a daily basis. Knowledge of sign language interpreting regulations and the Deaf community in Michigan is helpful. Working knowledge of Microsoft Office required.

QUALIFICATIONS

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

TO APPLY

Please complete the application at <http://www.madonna.edu/resources/human-resources>. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.