



POSITION ANNOUNCEMENT

Job Title: Coordinator for Political and Social Science
Department: College of Natural and Social Sciences
Reports To: Chairs
Level: 5
Shift/Hours: 40 hours per week
Date Prepared: December 20, 2017

SUMMARY

This position provides overall administrative support to Aging Studies, Political Science, and Psychology. Works closely with the Chairs to ensure all administrative tasks are completed as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serves as liaison and coordinates communication between faculty and students from assigned departments to resolve issues and disseminates information in response to telephone, in-person and email inquiries. Routes inquiries to appropriate person or office.
2. Utilizes the institutional data management system and Blackboard course management software to contact students with information regarding class changes or cancellations.
3. Collaborates with Chairs and Program Directors to create, populate and manage accreditation reports using institutional data management system.
4. Interfaces with all full-time and adjunct faculty to prepare course materials for duplication, scanning, and/or posting to electronic reserves or the learning management system.
5. Coordinates, inputs and maintains course schedules, book orders, cycles of courses, and requested departmental reports.
6. Assists faculty with administrative tasks by preparing correspondence and documents, researching and gathering information, ordering publisher desk textbooks, and managing and tracking routine and requested relevant student, course, curricular, and departmental data.
7. Coordinates departmental events; prepares mailings, and manages mail flow of assigned departments.
8. Collaborates with Chairs to update and manage program profiles and marketing materials.
9. Establishes and coordinates protocol for archiving syllabi, tests and other curriculum-related materials; utilizes university and departmental policies to ensure compliance.
10. Monitors and maintains office supply inventory, orders/purchases pre-approved items; also remits requisitions for payment.
11. Collaborates with Chairs to coordinate search and onboarding processes of full-time and adjunct faculty members.
12. Communicates effectively with prospective and current students to describe academic programs and resources.
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 student workers; addressing complaints and resolving problems.

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.

EDUCATION AND EXPERIENCE

Associate's degree required, bachelor's degree preferred. One to three years related experience and/or training; or equivalent combination of education and experience. Knowledge of Microsoft Word, Excel, Access, PowerPoint, and Publisher software, strong problem solving and time management skills, mature judgement, and experience working with confidential and sensitive information required. Working knowledge of Jenzabar preferred.

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.