

IV.A.

DEPARTMENT ADMINISTRATIVE ASSISTANTS

The work of administrative assistants in SAMC is crucial to the functioning of our departments. In addition, administrative assistants, for many the initial contact with a department, oftentimes convey a first impression of that department to students, parents, and other offices, both on and off campus. We are proud of our dedicated and professional staff that helps us further the educational mission of the College. Administrative assistants perform the following specific duties:

1. **Departmental Support:** Assisting, coordinating, and communicating with department chairs and area coordinators in all areas of governance, including the maintenance of the Central Filing System (course syllabi, student database), preparing correspondence, keeping calendars/ appointments, greeting visitors and students on the phone or in person, responding to inquiries and providing information when requested, helping to orient new faculty, setting up meetings, supervising student assistants, and ordering supplies.
2. **Faculty and Student Travel:** Prepare and process Travel Authorization Requests for faculty and students awarded travel funds. Arrange for release of liability, transportation, lodging, and travel advances if necessary for students traveling with faculty on out-of-town field trips. Prepare and process, when appropriate, Expense Reports for faculty. Route documents through the College protocol and University Travel Coordinator. Maintain faculty travel files.
3. **Account Maintenance:** Maintain and reconcile departmental accounts. Purchase departmental supplies using a University Procurement card. Keep inventory of supplies and purchase when needed. Prepare HEF purchases as instructed by the Department Chair and Business Manager.
4. **Office equipment:** Maintain office equipment.
5. **Textbook Adoptions:** Ensure that Faculty are aware of the due dates to submit textbook orders to University bookstore. Order desk copies for Faculty if necessary. Follow up with faculty to gather needed information. Maintain textbook adoption files.
6. **Course Scheduling:** Create and input course data in Banner, create spreadsheet with courses, run error reports and make corrections when necessary.
7. **Catalog copy:** Enter catalog changes and new course descriptions.
8. **Assistance to Faculty:** Assist faculty with class preparation and testing. Provide support concerning correspondence, reports, university committees, faculty sponsored student clubs and activities and academic papers. Prepare financial documents for department faculty, such as petty cash reimbursements and purchase orders.

9. Assistance to adjunct faculty/students: Prepare and submit EPAs.

10. Faculty Searches: Assist search committee with search process. Submit job postings with various publications. Create, organize, and maintain files for faculty search candidates.

11. Special Events: Assist faculty and department chair in organizing any special events. Prepare contracts for guest lecturers, musicians, artists.

12. Other duties as assigned.

The College appreciates the quality, timeliness, and efficiency with which these tasks are completed.

Administrative assistants support may NOT be utilized for the following tasks:

1. Preparing materials for civic activities engaged in as a private citizen (i.e. not as the University's officially appointed representative).
2. Typing (private) correspondence not directly related to one's role as a TAMU-CC faculty member.
3. Preparing materials for individual or group consulting where the faculty member is not acting as the College's and/or University's officially appointed representative.