

IV.A.

DEPARTMENT ADMINISTRATIVE ASSOCIATES

(Revised: August 21, 2025)

The work of administrative associates in SAMC is crucial to the functioning of our departments. In addition, administrative associates, 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 School. Administrative associates 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 School protocol and University Travel Coordinator.
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 and other purchases as instructed by the Department Chair and Business Coordinator.
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. Follow up with faculty to gather needed information.
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: Assist in entering catalog changes and new course descriptions.
8. Assistance to Faculty: 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, and assist with expense report submission.
9. Assistance to adjunct faculty/students.

10. Faculty Searches: Assist search committee with search process, including interview itineraries and scheduling candidate travel.

11. Special Events: Assist faculty and department chair in organizing any special events. Process hiring and other documents for guest lecturers, musicians, and artists.

12. Other duties as assigned.

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

Administrative associates' 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 School's and/or University's officially appointed representative.