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**Administrative Assistant for Academic Affairs**  
**\$40,000-\$42,000**

Clinton Community College, a member of the State University of New York, is situated on the shores of Lake Champlain with panoramic views of the Adirondack Mountains and the Green Mountains of Vermont. The College's mission is to provide educational opportunities in an inclusive and safe environment that empowers individuals to create their own paths to personal and professional growth. The College strives to be diverse in ways that reflect the world in which we live and work. By being intentional about creating a strong climate of mutual respect and inclusiveness, we recognize that learning experiences will be broader, richer, and more meaningful for all members of our community.

The Administrative Assistant coordinates project activities, information, reporting and complex administrative matters for Academic Affairs. The incumbent in this position has overall responsibility for the daily operation of the Academic Affairs office and handles confidential matters relating to personnel, collective bargaining agreement development, and contract administration. The individual acts as a liaison between the Vice President for Academic Affairs office and College staff to help facilitate successful flow of information, as well as ensure that all policies and procedures pertaining to the Academic Affairs division are adhered to and maintained. Some evening and weekend work may be required.

**Duties and Responsibilities:**

1. Provides data, records and administrative support for certain aspects of various accreditation and review processes, such as those associated with Middle States accreditation and SUNY academic compliance
2. Creates and maintains all master courses in College's Customer Account Management System (CAMs)
3. Ensures proper administration of contractual obligations governed by the collective bargaining agreement (Faculty Association) as it relates to Faculty and Non-Teaching Faculty appointment and reappointment cycles
4. Creates and maintains adjunct faculty contracts
5. Assists students and college staff by answering inquiries regarding curriculum and Academic Affairs procedures and/or policies
6. Generates faculty loads, overloads, prep overloads, lump sums, and Distance Learning stipend payments for payroll; calculates value of overload payments
7. Analyzes current office procedures/processes and introduces improvements and efficiencies to assist with meeting the College's overall mission and strategic goals
8. Reviews the Vice President of Academic Affairs daily schedule of meetings and provides administrative support in the preparation of appropriate background information

9. Provides professional support on an as-needed basis to other administrative offices
10. Coordinates academic appeals process. Reviews academic appeals and determines if Appeals Committee needs to meet or whether student is eligible for re-instatement.
11. Prepares correspondence on behalf of Vice President for Academic Affairs
12. Plans events for Academic Affairs Division
13. Manages information posted on the Academic Affairs website and Adjunct website
14. Identifies and incorporates needed changes/updates to Adjunct Handbook
15. Prepares and maintains confidential records relating to division staff and students
16. Other duties as assigned

**Minimum Qualifications:**

An Associate's degree in Business Administration or related academic discipline from a regionally accredited college or university plus five years of related administrative or office management experience which required handling complex duties is required. A Bachelor's degree in Business Administration or related academic discipline, is preferred. Experience in an academic setting and working for a middle management or senior level management leader is preferred.

**Knowledge, Skills, and Abilities:**

Successful track record of demonstrating excellent organizational and problem-solving skills.

Proven ability to effectively manage multiple priorities and deadlines while maintaining a high level of professionalism and accuracy.

Proven ability to handle administrative responsibilities which require a high level of confidentiality.

Excellent interpersonal, written/oral communication skills, and the ability to use these skills for effective interactions with all members of the college community.

Excellent critical thinking skills with the ability to appropriately address all inquiries and make referrals, as necessary.

Skilled proficiency (intermediate to advanced level) with MS Office Suite (MS Word, MS Excel) and with electronic communication.

Must have the ability to learn and utilize proprietary software or campus software (e.g., database programs).

Demonstrated ability to work with minimal supervision and use sound professional judgment.

Proven ability to manage/coordinate complex administrative details, as well as necessary follow up.

**To apply:**

The search will remain open until the position is filled. Please submit a resume to be considered for this position per the instructions below.

Please email your application materials to:

[hr.recruiting@clinton.edu](mailto:hr.recruiting@clinton.edu)

Clinton Community College

136 Clinton Point Drive, Plattsburgh, New York, 12901

*Clinton Community College, a member of the State University of New York System, is an Equal Opportunity/ Affirmative Action employer and complies with ADA requirements. Consistent*



State University of New York  
**CLINTON**  
Community College

**Human Resources Office**  
Clinton Community College  
136 Clinton Point Drive  
Plattsburgh, New York 12901

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*with the Americans with Disabilities Act, applicants needing reasonable accommodations during the employment process should advise HR as necessary.*