

**Faculty Support Services Administrative Specialist
Administrative Services Specialist 2 (UCP IV)**

Job Summary

Reporting to the Dean for direction for special projects, serves as the primary administrative support and is responsible for independently coordinating all aspects of faculty support services for School of Nursing faculty (tenured, tenure-track, In Residence, clinical and adjunct).

Job Duties & Responsibilities

1. Is responsible for coordinating all aspects of administrative support services and activities for School of Nursing faculty; performs administrative functions of Faculty Support Services including processing paperwork and/or records; reviews for accuracy, completeness and compliance with regulations; policies and procedures; identifies and follows up to resolve problems.
2. Manages the collection and updating of CVs for faculty and dispersing/uploading them as appropriate. Manages the obtainment and record keeping of clinical documents for faculty and adjuncts.
3. Provides individualized assistance to faculty including but not limited to word processing, formatting, copying, mailing, and ordering as needed.
4. Coordinates a day-long New Faculty Orientation including scheduling, setting the agenda, arranging for catering and guest speakers, and disseminating policies and procedures such as delayed openings/early closings/cancellations, clinic and site information.
5. Maintains, updates, demonstrates and provides an overview on how to access information (e.g. policy links, syllabi templates, grading process, textbook orders, travel/reimbursements, etc.) and use the Faculty Resource center on HuskyCT. Uploads course modules and other materials to HuskyCT accounts as needed.
6. Coordinates the Student Evaluations of Teaching (SET) process each semester for all School of Nursing teaching faculty in conjunction with the Office of Institutional Research (OIR); works closely with Office of Student Services to obtain necessary data to administer evaluations.
7. Provides administrative support for the development and coordination of activities to support online programs, degree granting and certificates.
8. Supports the SPAR process by entering adjuncts and special payroll with appropriate materials into the system and tracking progress as needed.
9. Provides support to School's Finance Office by assisting faculty with organizing their travel and initiating travel reimbursement documentation and requests. Schedules flights, hotels, vehicle rentals, etc... working with approved travel agencies as needed.
10. Is responsible for coordinating faculty office moves that may involve desks, phones, computers and other items; orders appropriate materials needed to move; contacts University Information Technology Services (UITS) Telecommunications unit to schedule telephone changes or initiate a "trouble ticket" to resolve issues.
11. Oversees mail distribution, organization of the mail room and the maintenance and scheduling of office equipment repairs for copiers, printers, telephones, etc.; submits and follows-up on work

orders and/or contacts vendor directly for maintenance, service and repairs. Signs for all incoming and outgoing packages.

12. Schedules conference calls and room reservations, which includes coordination with the Registrar's Office for use of classrooms in Storrs Hall and Widmer Wing; provides input concerning space allocation, available resources and needs.
13. Is responsible for maintaining inventory and initiating appropriate documents for purchasing office supplies within the approved budget as well as enters office supply requisitions in KFS.
14. Trains, supervises and establishes work schedules of clerical or student staff, with responsibility to triage work tasks with students according to faculty support priority needs.
15. Provides support for all faculty events to include support for faculty meetings- set up, agenda, meeting minutes and action items.
16. Assists in planning, coordinating and executing program events related to orientation, awards reception, graduation, open houses, etc. which may include responsibility for making arrangements.
17. Provides alternate building support generally as well as backup support for keys and access to controlled areas within the building.
18. Performs related duties as required.

Minimum Qualifications

1. Associate's degree or equivalent combination of education and experience.
2. Three to five years' related experience which demonstrates knowledge of administrative methods.
3. Ability to independently resolve problems of unusual difficulty.
4. Demonstrated ability to work independently and regularly exercise judgment regarding administrative detail and procedures.
5. Excellent interpersonal, organizational, writing and communication skills.
6. Ability to interpret policies and procedures.
7. Must be proficient in the use of computers and have working knowledge of office equipment and applications such as word processing, spreadsheets, relational databases, electronic mail, internet applications, and electronic calendar management.
8. Demonstrated work history and ability to perform data entry, data management, and record keeping.
9. Ability to prioritize and perform multiple tasks simultaneously with accuracy and adherence to posted deadlines
10. Must be willing and able to work occasional evening and weekends in support of program activities and events.

Preferred Qualifications

1. Administrative experience in a higher education environment.
2. Demonstrated administrative experience with financial and HR systems such as KFS, Core CT and SPAR.
3. Ability to maintain confidentiality concerning financial HR and Payroll systems and actions.
4. Knowledge of and experience working with policies, procedures, and guidelines that affect faculty.
5. Proven proficiency using (not limited to) Microsoft Outlook, Word, Excel, and Access, Webex, and AdobePro.

APPOINTMENT TERMS: This is a full time, permanent position. Salary commensurate with experience and includes an excellent benefits package.

TO APPLY: Interested applicants please submit a cover letter, resume, and name with contact information for three (3) professional references online via UConn Jobs, Staff Positions, (www.jobsuconn.edu). Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018090)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on September 17, 2017.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.