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Administrative Assistant Unique Responsibilities

Plymouth State University

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Duties Unique to Academic Administrative

Event planning

Scholarships & awards

IT/CTS type of work

Email/MS Office support

multiple budgets (including gift accts)

Grant administration

Travel - student/faculty

Workload credits

Course Scheduling

Tracking course fees

Equipment loans

Building key access

Inventory control

I9 , J3s & other HR functions

chemical inventories/hazardous materials

contracts & standard performance agreements

contact/outreach w/accepted or interested stu

donor thank you letters

curriculum proposals/deadlines

collecting syllabi & office hours

preparing certificates

mentoring new TLs

van rentals

department open houses

student recital programs

update faculty info on website

maintain mass email list for dept

FT/PT faculty & majors/minors

Building tours for potential students/parents

assisting with faculty development request forr

Enrollment reports

Game night & other faculty/student events

student org assistance for scheduling, etc.

General faculty support

manage placement exams

PR materials/info sheets

honorariums

office packing/cleaning