

Position Descriptions for faculty and staff

Assistant Lecturer

Assistant Lecturers are expected to have teaching duties that include primary responsibility for a course. An appointment as an Assistant Lecturer may be for any percentage of time up to 100%. If appointment is 100%, approval to enroll in more than 4 hours of classes must be sought in the appointment letter. For international students, any appointment over 50% will require INS work authorization in advance of being employed except for some cases during summer semesters or vacation periods. The Assistant Lecturer title is to be used primarily by Ph.D. candidates in the College of Architecture who are to be budgeted at no less than the 50% percent appointment permitted with graduate assistantships. Assistant Lecturers will normally be at the dissertation stage in their program, but may be someone who has either 18 graduate hours in the field or has significant experience to qualify. Appointment as an Assistant Lecturer requires the recommendation of the Department Head, approval by the Dean or designated representative, and confirmation by the Associate Provost and Dean of Faculties. The DOF paper work includes appointment form, non-tenure acquiring form, degree verification form to DOF, and personnel Action Request to Payroll Office. Unless notified to the contrary, the appointment as Assistant Lecturer is valid only for the period specified in the initial appointment documents.

Lecturer

Lecturers are expected to have specific teaching duties and may also be given specific service obligations. The title of Lecturer is intended for non-graduate students who may be budgeted up to 100% time. Lecturers will normally possess, at a minimum, the equivalent of a master's degree. Special consideration will be given to professional experience in evaluating the qualifications of a person recommended for this title. Appointment as a Lecturer requires the recommendation by the Department Head, approval by the Dean or designated representative, and confirmation by the Associate Provost and Dean of Faculties. Subject to approval of the University budget by the Board of Regents, Lecturers are normally notified if they are to be re-appointed for the coming academic year. Unless notified to the contrary, the appointment as Lecturer is for only the period specified in the appointment documents. The following paragraph provides an exception to this policy.

Senior Lecturer

Senior Lecturers are expected to have teaching and service duties. Performance evaluations for those considered for promotion to this rank will include teaching and service contributions. The title of Senior Lecturer is generally intended for a person who has rendered outstanding teaching and service, typically while holding the title of Lecturer. Prior to appointment as a Senior Lecturer, a faculty member will, normally, have held a non-tenured position (or positions) for a minimum of five years and will have earned promotion based on performance while holding such a position or positions. Promotion or appointment as a Senior Lecturer requires the recommendation by the Department Head, approval by the Dean, and confirmation by the Associate Provost and Dean of Faculties.

Distinguished Lecturer

The specific duties of Senior Lecturers may vary widely, but normally relate to the instructional/teaching missions. The title of Distinguished Lecturer, on the other hand, is intended for people with a primary career external to the University where the level of accomplishment during that career created their qualifications for this appointment. This title is not to be attained through promotion. Appointment to the position of Distinguished Lecturer requires recommendation by the Department Head, approval by the Dean, and confirmation by the Associate Provost and Dean of Faculties. Unless specifically notified to the contrary,

the appointment as Distinguished Lecturer is for only the period specified in the appointment documents.

Adjunct Professor or Research Affiliate

Eligibility. Recognized scholars who do not hold a permanent appointment to the faculty (including visiting and adjunct academic appointments) of this University, but who otherwise meet the basic requirements for the status of Member of the Graduate Faculty, as described previously, may be eligible for appointment to Adjunct Member status. In addition, individuals not located in College Station and not employed by Texas A&M University may be considered for Adjunct Member status on the Graduate Faculty provided they are employed by another agency of the Texas A&M University System or are qualified staff of federal or state agencies. Such nominations should be made in those cases in which there is an apparent need, and justification can be presented by the head of an academic department in College Station.

Appointment of an Adjunct Member is accomplished by use of the Personal Record Form, initiated by the head of the academic department at College Station through the College Graduate Instruction Committee and the College Dean to the Dean of Graduate Studies. A non-tenure-track individual is nominated by the head of the appropriate academic department in College Station who must present evidence that (a) the nominee (1) has taught a graduate class, or (2) has actively served on a graduate student's advisory committee, or (3) has held a definite administrative assignment in the graduate program of a university; and that (b) the nominee has published a scholarly work as primary author (or, in the case of a professional discipline, has exhibited appropriate evidence of professional accomplishment). Recognized scholars and authorities whose merits are clearly established need not be measured by standard criteria. Appointment of these individuals is accomplished by use of the Personal Record Form, initiated by the head of the academic department at College Station through the College Graduate Instruction Committee and the College Dean to the Dean of Graduate Studies.

Privileges. An Adjunct Member of the Graduate Faculty may teach graduate courses and serve as a member or co-chair (but not chair), with a Member as the other co-chair, of a graduate student's Advisory Committee.

Special Appointment

There may be times when the head of an academic department in College Station wishes to have qualified individuals teach a graduate course or serve on a student's Advisory Committee without being permanently on the Graduate Faculty as either a Member, Associate Member or Adjunct Member. In addition, qualified individuals from other universities, government or industry may be appointed in special cases to teach a graduate course or to serve on a student's Advisory Committee.

These appointments are accomplished by a letter of request from the head of an academic department in College Station to the Dean of Graduate Studies, with the individual's resume attached. In the letter of request, the department head should indicate if the Special Appointment status is to be limited to the one specified committee, to one specified teaching assignment, or to a fixed length of time (e.g., for one or two years).

A qualified individual from another university, government or industry who holds Special Appointment status to the graduate faculty and who serves on a Graduate Advisory Committee is not counted toward the minimum number of graduate faculty necessary to form the committee.

Tenured/Tenure Track Positions

Instructor

In some colleges an individual may be hired into a tenure-track position with the rank of Instructor. Generally, "Instructor" describes an individual who has not yet finished his or her terminal degree. University Guidelines state that Faculty members holding a tenure-accruing appointment with the rank of instructor will be promoted to the rank of Assistant Professor upon the receipt of the terminal degree. (Rules and Regs 4.4.3.1). *The College of Architecture does not hire at the instructor rank.*

Assistant Professor

Assistant Professors are expected, at a minimum, to be effective in instruction/teaching and to establish a productive pattern of research, creative activities and publication. Service contributions should generally be focused on Department and College academic needs. Further, it is expected that Assistant Professors will display evidence of progress toward meeting the established criteria for promotion to Associate Professor with tenure (see Attachment A on Evaluation Criteria). Promotion to Associate Professor and the awarding of tenure occur concurrently in the College of Architecture. Granting of promotion and tenure will be based on an assessment of all three performance dimensions.

Associate Professor

Associate Professors are expected, at a minimum, to demonstrate effectiveness in all three performance dimensions. In addition, excellence is expected in instruction/teaching or research, creative activities and publication. Associate Professors, are expected to exhibit greater contributions in one or more of the areas of service effectiveness and excellence compared to Assistant Professors.

Professor

Promotion to Professor will be based on an assessment of all three performance dimensions. There may be significant diversity in the nature of the contributions by Professors. However, there is the continued expectation of examples of excellence in one or more performance areas. Merit compensation will be the primary extrinsic means of recognizing such excellence. Other potential means of recognition are through consideration for appointment to an endowed position or to a Distinguished Professorship.

Distinguished Professor

Distinguished Professor is a title reserved for the most accomplished, senior professors. Promotion from Full Professor to Distinguished Professor is not a typical promotion and tenure process and therefore will be made in accordance with University guidelines and College procedures separate from the guidelines in this document.

3. Endowed Positions

There are three categories of endowed positions at Texas A&M University: (1) endowed chairs, (2) endowed professorships and (3) endowed faculty fellowships.

State funds provide basic salaries for faculty, but only private support allows Texas A&M to recruit and recognize its most deserving faculty. Endowed chairs and professorships fund special classroom projects, equipment, professional development and research initiatives. Most donors designate their chairs and professorships to specific colleges or departments.

Current university rules regarding the Appointment, Evaluation, and Reappointment of Faculty to Endowed Positions (endowed chairs, endowed professorships, and endowed faculty fellowships) can be found at: <http://rules-saps.tamu.edu/PDFs/12.01.99.M2.01.pdf>

University Professorships for Teaching Excellence (UPTe): This professorship recognizes our most dedicated undergraduate faculty, those individuals who excel in every area of the teaching endeavor. The UPTe is bestowed for a five-year, renewable term after a rigorous selection process.

4. Emeritus Status

Upon retiring, all eligible faculty will be considered for emeritus status. Current university rules and procedures regarding the appointment to emeritus status can be found at: <http://rules-saps.tamu.edu/PDFs/31.08.01.M1.pdf>. In the College of Architecture, a paper ballot will be used to obtain a faculty vote of yes, no or abstain.

The form for nominating a faculty member for emeritus status can be found

List of Faculty and their job titles

Dr. Elton Abbot, AIA	Associate Professor of Practice Assistant Dean for International Programs and Initiatives
Koichiro Aianti	Assistant Professor
Craig Babe, AIA	Assistant Professor of Practice
Dr. Juan-Carlos Baltazar-Cervantes	Visiting Assistant Professor
Dr. Liliana Beltran	Associate Professor
Dr. Stephen Caffey	Assistant Professor
Dr. Gabriela Campagnol	Assistant Professor
Dr. Mark Clayton	Professor
Dr. Charles Culp	Professor Associate Director of Energy Systems Laboratory
Dr. Sarah Deyong	Assistant Professor
Dr. Frances Downing	Professor
Marcel Erminy	Senior Lecturer Associate Head for Professional Programs
Gabriel Esquivel	Assistant Professor
John Fairey	Professor
Dr. Anat Geva	Associate Professor
Brain Gibbs	Visiting Lecturer
Dr. Kevin Glowacki	Assistant Professor
John Only Greer	Retired Professor Emeritus
Dr. Jeff Haberl	Professor Associate Head for Research Associate Director, Energy Systems Laboratory
D. Kirk Hamilton, FAIA, FACHA	Professor
Dr. Weiling He	Associate Professor
Rodney Hill	Professor
Ray Holliday	Assistant Professor of Practice
Shelley Holliday	Senior Lecturer
Dr. Nancy Klein	Associate Professor
Dr. Peter Lang	Associate Professor
Dr. Zhipeng Lu	Lecturer
Greg Luhan	Associate Professor of Practice
Gerald Maffei	Visiting Professor
George Mann, RA, AIA	Professor
Dr. Joseph McGraw	Retired Professor Emeritus
Dr. Valerian Miranda	Associate Professor Director of the CRS Center
Dr. Anne Nichols	Associate Professor of Practice
Mark Odom	Associate Professor of Practice
Michael O'Brien	Professor
Dr. Susan Rodiek	Associate Professor
Dr. Julie Rogers	Senior Lecturer Associate Head for Undergraduate Architecture Programs Associate Director of Center for Heritage Conservation
Robert Schiffhauer	Associate Professor
Dr. Mardelle Shepley	Professor

Dr. Phillip Tabb
Dr. Robert Warden, RA

David Woodcock, FAIA, FSA, FAPT

Dr. Wei Yan
Dr. Xuemei Zhu

Director of the Center for Health Systems & Design
Professor
Professor
Director of the Center for Heritage Conservation
Retired Professor Emeritus
Director Emeritus CHC
Associate Professor
Assistant Professor

ASSISTANT TO DEPARTMENT HEAD

Position Description

Position Information

Position Title	Assistant To Department Head
Posting Title	ASSISTANT TO DEPARTMENT HEAD
Title Code	TAMU-9937
Classified / Non-Classified	Non-Classified
If New Title, Please Enter Proposed Title:	
Department	ARCHITECTURE / 02-130500
Geographic Location	College Station
Direct Supervisor	
PIN	M14461
FLSA	Exempt
ADLOC Account	02-130500
Funding Account(s)	02-130500- 100%
Primary Funding Source	Education and General
If 'Other' Primary Funding Source, Please Specify:	
Title Minimum Salary Rate	\$36,000 to \$41,000
Title Minimum Salary Pay Basis	Annually
Position Type	Budgeted/Benefits - Full-Time
If 'Part Time', Please Specify Percent Effort:	
Is this position restricted by the Patriot Act?	No
Is this position D.O.T. regulated?	No
Secondary Costs:	None
Is this a supervisory position that has the authority to hire employees or whose recommendations for hiring, termination or	No

other change of employment status are given strong consideration?

Employees Supervised: 2 Administrative Assistants
2 Student Workers

Does this employee customarily and regularly exercise discretion and independent judgment and have the authority to make important decisions?

Yes

If Yes, give percentage:

75

Please indicate machines or equipment used in the performance of essential duties:

Computer- 35 hrs.
Fax Machine- 1 hr.
Copier- 3 hrs.
Phone- 3hrs.

TITLE Required Education and Experience:

Bachelor's degree or any equivalent combination of training and experience (eight years experience with high school graduation or four years with an Associate degree). Three years experience in office administration or project management.

Position Specific Required Education and Experience:

Bachelor's degree or any equivalent combination of training and experience (eight years experience with high school graduation or four years with an Associate degree). Three years experience in office administration or project management.

TITLE Preferred Education and Experience:

Bachelor's degree. Previous supervisory experience.

Position Specific Preferred Education and Experience:

Bachelor's degree and administrative experience at TAMU. Five years TAMU experience in office administration management.

TITLE Required Licenses and Certifications:

None.

Position Specific Required Licenses and Certifications:

Preferred Licenses and Certifications:

TITLE Required Special Knowledge, Skills, and Abilities:

Working knowledge of spreadsheet, presentation and word processing software programs. Interpersonal and communication skills and ability to plan and organize effectively.

Position Specific Required Special Knowledge, Abilities, and Skills:

Working knowledge of spreadsheet, presentation and word processing software programs. Interpersonal and communication skills and ability to plan and organize effectively.

Preferred Special Knowledge, Abilities, and Skills:

Knowledge of COMPASS, HOWDY and FAMIS useful.

**TITLE Other
Requirements or Other
Factors:**

**Position Specific Other
Requirements or Other
Factors:** Ability to multi-task and work cooperatively with others.

**Preferred Other
Requirements or Other
Factors:**

Job Duties

General Summary

General Summary Provides direct administrative support to the Department Head. Liaison with the College and University administrative staff in their specific areas of responsibility.

Job Duties

**Is this an Essential
Duty?** Yes

Duty Title

Duties Performed

Serve as the principle assistant to the Department Head. Provide long-range planning and scheduling activities for the department and for college activities in which the department participates; assure the confidentiality of the Department Head's mail, correspondence, and reports; assist in keeping the Department Head's calendar, schedule appointments and meetings; maintain the departmental policies and procedures and ensuring compliance with College and University rules and procedures.

Percent of Total Time 30%

**Is this an Essential
Duty?** Yes

Duty Title

Duties Performed

Monitor the departmental fiscal accounts; process purchases through Aggie Buy system; approve department pro card usage and account numbers for purchases; maintain the departmental scholarship distribution to students; process tuition waivers and payments; oversee faculty workstation funds and purchases; use of COMPASS and SPARTA for viewing, data retrieval and awarding.

Percent of Total Time 20%

**Is this an Essential
Duty?** Yes

Duty Title

Duties Performed

Participate as a member of the University Scholarship Coordination and Communication Committee; College Administrative Staff Committee; College Staff Interview Committee, Department Executive Committee (EXCO); Department Advisory Council; Department Staff Committee and Department Scholarship and Awards Committee.

Percent of Total Time 15%

Is this an Essential Duty? Yes

Duty Title

Duties Performed Plan and coordinate logistical and administrative support for events, meetings, and other special departmental functions. Attend meetings with Department Head and Associate Department Heads; coordinate and monitor administrative action items assigned to the department.

Percent of Total Time 15%

Is this an Essential Duty? Yes

Duty Title

Duties Performed Research, compile reports as directed; assist making departmental decisions, and monitor their compliance; provide support to the Department Promotion and Tenure committee; assist with 3rd year reviews, tenure and promotion packages; process faculty hiring, H1-B, permanent residency and extensions as needed by faculty.

Percent of Total Time 10%

Is this an Essential Duty? Yes

Duty Title

Duties Performed Manage and lead department's administrative staff. Provide administrative assistance to the associate department heads, committee chairs, faculty, and department standing committees; exercise independent judgment and perform related duties as required.

Percent of Total Time 9%

Is this an Essential Duty? No

Duty Title

Duties Performed Other duties as assigned.

Percent of Total Time 1%

Supervisor

Supervisor Position Description

Job Title	PROFESSOR AND HEAD
Position Number	
Org Unit	ARCHITECTURE / 02-130500
First Name	Ward
Last Name	Wells

Email	ward-wells@tamu.edu
User Groups	Employee [Texas A&M University], Department Head or designee [ARCHITECTURE / 02-130500], Hiring Supervisor [ARCHITECTURE / 02-130500], Employee-PD Action [ARCHITECTURE / 02-130500]

Employee

Seated User

Details

First Name	Melinda
Last Name	Randle
Work Email	mrandle@arch.tamu.edu
Org Unit Ids	Texas A&M University
Reporting Org Unit	ARCHITECTURE / 02-130500

Supplemental Questions

Required fields are indicated with an asterisk (*).

- * Where did you see this position advertised?
 - The Chronicle of Higher Education
 - HigherEd Jobs
 - Workplace Diversity
 - Work in Texas
 - Higher Education Recruitment Consortium (HERC)
 - Job Fair
 - This Website
 - Other
- If you selected Other, please let us know where you saw the position advertised.

(Open Ended Question)

Qualifying Group

- Asst to Dept Head

Threshold

100.0

Question #1 Points

Select which of the following best represents your educational training.

- Completed high school diploma or GED (10.0)
- 15 college credit hours (15.0)
- 30 college credit hours (20.0)
- 45 college credit hours (25.0)
- 60 college credit hours (30.0)
- 75 college credit hours (35.0)
- 90 college credit hours (40.0)
- 105 college credit hours (45.0)
- 120 or more college credit hours (50.0)
- Completed a Bachelor's degree (50.0)
- Completed a Master's degree (60.0)
- Completed a Doctoral degree (99.0)

Question #2 Points

Select the response that best represents your years of experience in office administration or project management.

- None (0.0)
- Less than one (1.0)
- 1 (40.0)
- 2 (45.0)
- 3 (50.0)
- 4 (55.0)

- 5 (60.0)
- 6 (65.0)
- 7 (70.0)
- 8 (75.0)
- 9 (80.0)
- 10 (85.0)
- 11 or more (90.0)

ADMINISTRATIVE ASSISTANT

Position Description

Position Information

Position Title	Administrative Assistant
Posting Title	ADMINISTRATIVE ASSISTANT
Title Code	TAMU-9293
Classified / Non-Classified	Non-Classified
If New Title, Please Enter Proposed Title:	
Department	ARCHITECTURE / 02-130500
Geographic Location	College Station
Direct Supervisor	
PIN	M34024
FLSA	Exempt
ADLOC Account	02-130500
Funding Account(s)	02-130500
Primary Funding Source	Education and General
If 'Other' Primary Funding Source, Please Specify:	
Title Minimum Salary Rate	\$29,000 to \$33,000
Title Minimum Salary Pay Basis	Annually
Position Type	Budgeted/Benefits - Full-Time
If 'Part Time', Please Specify Percent Effort:	
Is this position restricted by the Patriot Act?	No
Is this position D.O.T. regulated?	No
Secondary Costs:	None
Is this a supervisory position that has the authority to hire employees or whose recommendations for hiring, termination or	No

other change of employment status are given strong consideration?

Employees Supervised: Student Worker – (1)

Does this employee customarily and regularly exercise discretion and independent judgment and have the authority to make important decisions?

Yes

If Yes, give percentage: 50

Please indicate machines or equipment used in the performance of essential duties:

PC – 25hrs
Telephone – 5hrs
Copier/Scanner/Fax – 2hrs

TITLE Required Education and Experience:

Bachelor's degree or any equivalent combination of training and experience (eight years experience with high school graduation or four years with an Associate degree). Two years experience in office administration or project management.

Position Specific Required Education and Experience:

Bachelor's degree or any equivalent combination of training and experience (eight years experience with high school graduation or four years with an Associate's degree). Two years experience in office administration or project management.

TITLE Preferred Education and Experience:

Bachelor's degree. None.

Position Specific Preferred Education and Experience:

Bachelor's degree and administrative experience at TAMU. Five years TAMU experience in office administration management.

TITLE Required Licenses and Certifications:

None.

Position Specific Required Licenses and Certifications:

None

Preferred Licenses and Certifications:

Certified Administrative Professional (CAP)

TITLE Required Special Knowledge, Skills, and Abilities:

Working knowledge of spreadsheet, presentation and word processing software programs. Interpersonal and communication skills and ability to plan and organize effectively.

Position Specific Required Special Knowledge, Abilities, and Skills:

Working knowledge of spreadsheet, presentation and word processing software programs. Interpersonal and communication skills and ability to plan and organize effectively.

Preferred Special Knowledge, Abilities, and Skills:

Knowledge of COMPASS, HOWDY and FAMIS useful.

TITLE Other Requirements or Other

Factors:

Position Specific Other Requirements or Other Factors: Ability to multi-task and work cooperatively with others.

Preferred Other Requirements or Other Factors: None

Job Duties**General Summary**

General Summary Provides administrative and academic support for a unit or specialized activity. Will work closely with Associate Department Head and program coordinators.

Job Duties

Is this an Essential Duty? Yes

Duty Title

Duties Performed Serves as personal assistant to the three Associate Department Heads who serves an Undergraduate Program Coordinator (Bachelor of Environmental Design-BED), Professional Degree Program Coordinator (Master of Architecture-M.Arch), and Research Program Coordinator (Master of Architecture-MS, and PhD). Provide administrative support for the academic programs of the department; keep minutes and implement actions for the Undergraduate and Graduate Instruction Committees; maintain course inventory; file for new courses, changed courses and changes to the curriculum; maintain course catalogs; maintain and work closely with MARS regarding student evaluations; assist and prepare documents for field trips and provide for collection of fees; track applicants and participants in the internship program; act as liaison to the firms that participate in the internship program and with the service providers for study abroad programs; collect and manage accreditation and program review report materials; work closely with advisors and college administrators on academic issues. Frequent use of the Howdy portal for data retrieval and viewing. Collect data and assist with the update of faculty load and workload reports, as well as short course reports. Serve as direct liaison with student grade appeals process (close interaction with Grade Appeal Committee).

Percent of Total Time 50%

Is this an Essential Duty? Yes

Duty Title

Duties Performed Assist Department Head and Associate Department Heads in developing and maintaining course schedules; track enrollment in courses and report to head; assist in room and event scheduling. Assist with program publications, marketing, web-based information and regular updates on departmental affairs. Write general correspondence, reports, recruiting materials, and academic program descriptions.

Percent of Total Time 29%

Is this an Essential Duty?	Yes
Duty Title	
Duties Performed	Provide information to students, potential students, former students, professionals and the public about the academic programs of the department, field phone calls and requests; assist faculty in fielding requests for information about programs, application status, and other academic related issues. Assist in events related to academic programs, such as new student conferences, orientations, award ceremonies, parent weekends, and former student receptions. Assist in graduate assistantship preparation and semester assignments.
Percent of Total Time	10%
Is this an Essential Duty?	Yes
Duty Title	
Duties Performed	Assist with student worker supervision as it relates to all aspects of previously stated job duties.
Percent of Total Time	5%
Is this an Essential Duty?	Yes
Duty Title	
Duties Performed	Regularly handle payments for various events including the student work publication (NewD, previously known as ARCHIVE) and Scholarship Banquet attendance fee using iPayment.
Percent of Total Time	3%
Is this an Essential Duty?	Yes
Duty Title	
Duties Performed	Participate as a member of the Departmental Staff Interview Committee and Department Staff Development Committee in addition to membership of the Associate Department Heads' meetings and Staff meetings.
Percent of Total Time	2%
Is this an Essential Duty?	No
Duty Title	
Duties Performed	Other duties as assigned.
Percent of Total Time	1%

Supervisor

Supervisor Position Description

Job Title	ASSISTANT TO DEPARTMENT HEAD
Position Number	
Org Unit	ARCHITECTURE / 02-130500
First Name	Melinda
Last Name	Randle
Email	mrandle@arch.tamu.edu
User Groups	Employee [Texas A&M University], Hiring Supervisor [ARCHITECTURE / 02-130500], Employee-PD Action [ARCHITECTURE / 02-130500]

Employee**Seated User****Details**

First Name	Ginger
Last Name	White
Work Email	gwhite@tamu.edu
Org Unit Ids	Texas A&M University
Reporting Org Unit	ARCHITECTURE / 02-130500

Supplemental Questions

Required fields are indicated with an asterisk (*).

- * Where did you see this position advertised?
 - The Chronicle of Higher Education
 - HigherEd Jobs
 - Workplace Diversity
 - Work in Texas
 - Higher Education Recruitment Consortium (HERC)
 - Job Fair
 - This Website
 - Other
- If you selected Other, please let us know where you saw the position advertised.
(Open Ended Question)

Qualifying Group

- M34024

Threshold
100.0

Question #1 Points

Select which of the following best represents your educational training.

- Completed high school diploma or GED (10.0)
- 15 college credit hours (15.0)
- 30 college credit hours (20.0)
- 45 college credit hours (25.0)
- 60 college credit hours (30.0)
- 75 college credit hours (35.0)
- 90 college credit hours (40.0)
- 105 college credit hours (45.0)
- 120 or more college credit hours (50.0)
- Completed a Bachelor's degree (50.0)
- Completed a Master's degree or higher (99.0)

Question #2 Points

Select the response that best represents your years of experience in office administration or project management.

- None (0.0)
- Less than one (1.0)
- 1 (45.0)
- 2 (50.0)
- 3 (55.0)
- 4 (60.0)
- 5 (65.0)
- 6 (70.0)
- 7 (75.0)
- 8 (80.0)
- 9 (85.0)
- 10 or more (90.0)

Yiechia Warren
Job Responsibilities
2013-2014

Department:

- Works directly under the guidance of the Assistant to the Department Head to provide daily office support activities.
 - prepares correspondence, spreadsheet and/or database entry and analysis
 - assists with presentation and data management activities
 - assists in the development of office procedures
 - performs special analyses and project summaries
 - processes confidential matters
- Serve as administrative support for the faculty meetings/retreats.
 - arranges the meeting times and locations for the faculty meetings
 - provides follow up reminders on action items from the meetings.
 - prepares agenda, calendars and other important material to be distributed at the faculty meetings
 - take minutes for the meetings and distributes to faculty soon thereafter
- Assists in the planning of special events and coordination of logistical arrangements for the events, meetings or other special functions, including on-site support (Scholarship banquet, Celebration of Excellence).
 - assists the Assistant to the Department Head with scholarship application preparation
 - compiling matrix spreadsheets and data entry
 - collection of student papers, proposals and portfolios
 - process the projected scholarship balances
 - staff support to the scholarship committee during the selection process
 - prepares Invitation letters to donors, faculty and students
 - receive and process payments in Market Place
 - finalize all banquet needs
- Assists with faculty hiring package and faculty immigration documents when necessary.
 - provides support to faculty search committee
- Organizes Annual Review Process with all Faculty.
 - sends reminders, receives the annual reviews and other material
 - schedules meetings with department head
 - captures relevant information from faculty annual reviews for departmental workload database
- Coordinates Special Projects.
 - college and university requests
 - annual APR report
 - NAAB accreditation process
 - data collection
 - organize material for final preparation

Denise Nissen
Job Responsibilities
2013-2014

Department:

- Works directly under the guidance of the Assistant to the Department Head to provide daily office support activities.
 - oversee operations of the front desk
 - student key distribution
 - assists faculty members with approval for travel requests
 - prepares correspondence, spreadsheet and/or database entry and analysis
 - assists in the development of office procedures
 - composes correspondence, including editing and proofreading
 - evaluates incoming mail, correspondence and inquiries
 - process book orders for faculty
 - purchase and maintain office supplies
 - process reimbursements
 - use Aggie Buy for purchases and payments
 - assist with student evaluations and field trips
 - processes confidential matters
 - directs the establishment and maintenance of office files and records.
- Serve as staff support to committee meetings.
 - schedule meetings, determine location and time
 - provide copies and other material for distribution
- Assist with Promotion and Tenure Process.
- Assist in the planning of special events and coordination of logistical arrangements for department events, meetings or other special functions, including on-site support (Scholarship banquet & Celebration of Excellence).
 - assist where needed