POSITION DESCRIPTION

POSITION INFORMATION

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Faculty Assistant &amp; Contextual Education Program Administrator</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Academic</td>
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<tr>
<td>Group:</td>
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<tr>
<td>Reports To:</td>
<td>Registrar and Director of Contextual Education</td>
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<tr>
<td>Supervises:</td>
<td>Student clerical workers</td>
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<tr>
<td>Issue Date:</td>
<td>5/6/2021</td>
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<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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<tr>
<td>Employment Status:</td>
<td>Full-Time</td>
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<td>Location:</td>
<td>CDSP Campus</td>
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POSITION SUMMARY

The Faculty Assistant & Contextual Education Program Administrator provides support to the contextual education program and to the faculty and Dean of Academic Affairs (half time each).

ESSENTIAL DUTIES AND RESPONSIBILITIES

Contextual Education Program support

- Develop and maintain on-line database for site and supervisor information.
- Help maintain all contextual education program forms.
- Keep all contextual education information up to date and organized on CDSP website and on learning management system (Moodle).
- Collect required information/forms from students and help assure necessary information is submitted on time.
- Upload and maintain student contextual education documents in student information system (Jenzabar SONIS).
- Schedule, invite and track attendance at supervisor trainings and send follow up information as needed.
- Support planning and logistics for events such as supervisor orientations, mid-semester meetings, and student meetings.
- Research and compile information on non-congregational placement sites. Review with Director Contextual Education and support targeted outreach as needed.
- Maintain consistent communication with supervisors and external partners.

Faculty Support

- Collect syllabi and textbook assignments from the faculty and post textbook listings on the CDSP website.
- Collect and organize academic assessment materials.
- Work with the Dean of Academic Affairs on managing accreditation review processes.
- Support the Dean of Academic Affairs in managing major periodic faculty reviews.
- Process faculty expenses, track professional development funds and grants, and make faculty travel arrangements.
- Work with the Dean of Academic Affairs to produce the agenda and information packet for monthly faculty meetings, attend those meetings and take minutes, produce minutes and action tracking document.
- Work with faculty calendars to schedule regular advising meetings with students.
- Provide technical support for faculty in the classroom, including assisting with the use of presentation software such as PowerPoint, and teleconferencing systems such as Zoom and WebEx.
- Coordinate video recording as needed in the classroom, and support timely upload of recorded material for online courses.
- Support the Dean of Academic Affairs and the Registrar on special projects.
- Assist with logistics for Commencement, under the direction of the Executive Assistant to the President.
• Supervise student workers providing faculty support: document scanning and uploading, copying and creation of course packets.
• Coordinate hospitality and logistics for faculty searches, visiting faculty and scholars, adjunct faculty, and new faculty.
• Provide support for adjuncts and TAs in fulfilling institutional processes (managing offer letters, academic deadline reminders, etc.)
• Process payment requests for guest speakers and institutional expenses
• Work with the Registrar to carry out administrative logistics regarding student ordination evaluation processes.
• Provide scheduling support for meetings.

Institutional support
• Work with supervisors to establish schedule that balances responsibilities for project and task completion in the areas listed above.
• Perform all duties in a manner that promotes CDSP’s mission and core values.
• Assume other related responsibilities and special projects.
• Adhere to confidentiality rules and all other CDSP policies, procedures, and rules.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES
• Organized, attentive to detail, collaborative, self-directed administrator.
• Ability to work effectively with a diversity of people and manage tasks assigned by different supervisors.
• Skills in database management, Microsoft Office suite, and Adobe Acrobat.
• Strong writing and communication skills.
• Strong capacity to work with and organize digital files and information.
• Strong time-management skills with a capacity to manage multiple deadlines.

REQUIRED AND PREFERRED EDUCATION, EXPERIENCE, AND CREDENTIALS
• Bachelor’s degree or an equivalent combination of training and/or experience.
• 2-5 years of administrative experience.
• Previous experience in higher education preferred.
• Experience maintaining Word Press websites preferred.
• Experience using online learning management systems preferred.
• Knowledge of the Episcopal Church preferred.

Please apply online at https://cdsp.edu/careers-at-cdsp/