



# Turtle Mountain Community College

10145 BIA Road 7  
P.O Box 340  
Belcourt, ND 58316  
Phone 701-477-7862  
Fax 701-477-7892  
 [www.tm.edu](http://www.tm.edu)

## Academic Affairs Assistant

**Position Title:** Academic Affairs Assistant  
**Contract Term:** 12 months  
**Accountable To:** V.P. of Academics  
**Salary:** \$41,332 - \$44,875

### **Summary of Position:**

This position performs numerous highly responsible and confidential duties by serving as the Assistant to the V.P. of Academics and the Registrar. This position assists with public relations and communications, manages calendars for the V.P. of Academics and the Registrar, communicates and interacts with TMCC employees and students, other institutions of higher education and the public. Engages in College and community service to help fulfill the mission and vision. Maintains standards of confidentiality in accordance with the college, FERPA, student records, and other protected documentation. Coordinates student success efforts with the Registrar and V.P. of Academics.

### **JOB CHARACTERISTICS:**

**Nature of the Work:** The primary responsibility of this position is twofold: To maintain student records while ensuring the accuracy, content, and validity of student information; and to provide support to the V.P. of Academics and Registrar. Travel may be required. Work after hours may be required.

**Personal Contacts:** Daily contact with employees, current and prospective students, faculty, institutional committees, and the public.

**Supervision Received:** Supervised by the V.P. of Academics.

### **RESPONSIBILITIES:**

- Responsible for the overall efficient office administration.
- Prepares purchase orders and assures that all proper information is included.
- Coordinates and implements office services such as gathering information for purchases, records control, projects, budget operations and marketing materials.
- Exercises discretion in communicating information to faculty, students, staff and the public.
- Exercises discretion in handling records, files, and similar confidential information and items.
- Writes various statements, documents, emails, etc., on behalf of the V.P. of Academics and Registrar.
- Provides technical assistance to the V.P. of Academics and Registrar in preparing documents.
- Answers telephone, screens callers, relays messages, greets visitors, opens/sorts/screens mail.
- Maintains a filing system that is comprehensive and up to date.
- Prepares reports.
- Efficiently manages schedules.
- Plans, schedules, and coordinates logistics, takes minutes and maintains electronic and hard copy files for committees chaired by the V.P. of Academics and Registrar.
- Plans and prepares travel and expense reports.
- Manages the logistics and planning of events and meetings for the V.P. of Academics and Registrar.
- Assist with monitoring the process of adding, dropping, and withdrawal of student courses.
- Assist with the processing of grade adjustment as directed.



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- Assist with the accurate and timely input of grades and last dates of attendance.
- Assist in the maintenance and integrity of student academic records, ensuring accuracy and confidentiality of information.
- Provides student assistance during the orientation and registration process and maintains information in the college's student information system.
- Assists with the processing of degree verifications and change of program of study requests.
- Assists with the process for collecting transcript requests and issuing transcripts, including monitoring proper documentation, and following up with the transcript request.
- Assists with the reporting of enrollment data to the National Student Clearinghouse and facilitates the resolution of related system and data discrepancies.
- Assists with the coordination of the college commencement and graduation planning activities.
- Assumes the role of Registrar in absence of Registrar.
- Assists in the maintenance of the Advising Module.
- Experience working with Academic Catalog/curriculum process.
- Serves on Institutional committees as assigned.
- Other duties as assigned.

### **JOB REQUIREMENTS:**

**Knowledge:** This position requires knowledge of filing systems and office operations including internet, email and word processing. Must have strong computer skills.

**Skills:** This position requires well-developed communication and organizational skills and the interpersonal relations skills appropriate to regular and intensive interactions with students, the public and employees. Must possess good customer service skills, be able to listen without being judgmental and perform multiple tasks. Operates all types of technology and is knowledgeable in spreadsheets, databases and presentation applications.

**Abilities:** Able to sit for long periods of time. Must be able to recognize situations and aid while making sound decisions. Must be able to work under pressure to meet deadlines with short notices.

### **EDUCATION AND EXPERIENCE:**

#### **Minimum Qualifications:**

- Associate Degree.
- Two (2) years' full-time documented experience in office management.

#### **Preferred Qualifications:**

- Bachelor's degree.
- 3 or more years documented full time experience in office management.
- Experience in higher education.
- Experience working with Jenzabar.
- Marketing or public relations experience.