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CLARK ATLANTA UNIVERSITY
Department of Mathematical Sciences

Position Title:	Staff Assistant II
Department:	Mathematical Sciences
Reports To:	Chair of the Department of Mathematical Sciences

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Description:

The Department of Mathematical Sciences at Clark Atlanta University is seeking a full-time, experienced, highly organized, and motivated Staff Assistant II. This position provides comprehensive administrative and operational support to the Department Chair, department faculty and students. This position serves as the primary point of contact for students, faculty, staff, and external guests while coordinating the daily administrative functions of the department. The successful candidate must practice initiative, forethought, independent problem solving; possess excellent organizational, communication, and customer service skills; demonstrate sound judgment and discretion when handling confidential information; and be capable of managing multiple priorities in a fast-paced academic environment. This position also requires the ability to work collaboratively and effectively with faculty, university offices, and external stakeholders.

The Staff Assistant II is responsible for maintaining departmental records, processing personnel and financial transactions, supporting academic operations, coordinating departmental events, and ensuring compliance with university policies and procedures.

Responsibilities

Administrative Support

- Serve as the first point of contact by greeting visitors, answering telephone calls, responding to emails, and providing information regarding departmental policies, procedures, and services.
- Provide administrative support to the Department Chair and faculty by preparing, proofreading and distributing important correspondences, reports, presentations, meeting agendas, announcements, and other departmental documents.
- Coordinate departmental calendars, meetings, appointments, and special events. Act as a liaison in zoom and other virtual platforms.
- Maintain departmental files, records, and confidential personnel documentation in accordance with university policies.

Academic and Faculty Support

- Coordinate faculty onboarding activities and assist with faculty hiring documentation.

Docusign Envelope ID: 2D40789C-712C-83E8-8014-C233C3531F78

- Process faculty and student personnel actions, including EPAFs and other human resource related transactions.
- Assist with class scheduling, and course-related administrative activities.
- Coordinate textbook requests, syllabus collection, and other instructional support functions.
- Maintain faculty office assignments, contact information, and departmental directories.

Financial and Operational Support

- Prepare purchase requisitions, travel requests, payment requests, invoices, budget transfers, and other budget-related procurement transactions.
- Monitor departmental expenditures and maintain financial records and spreadsheets.
- Track departmental inventory and coordinate office supply purchases and equipment maintenance.
- Submit and monitor facilities work orders and coordinate repairs as needed.

Student Services

- Provide exceptional customer service to current and prospective students.
- Assist students with departmental forms, registration inquiries, graduation clearances, tutoring information, and referrals to appropriate campus resources.
- Coordinate student employment documentation and payroll-related activities for departmental student workers.
- Maintain student records and assist with departmental reporting requirements.

Event Coordination

- Assist in planning and coordinating departmental meetings, workshops, seminars, conferences, recruitment activities, recognition ceremonies, and special events.
- Coordinate event logistics, reservations, catering requests, travel arrangements, and event communications.
- Support faculty and student engagement initiatives sponsored by the department.

Records Management and Reporting

- Maintain departmental databases, spreadsheets, and electronic filing systems.
- Compile departmental reports, statistical information, and other data requested by university administration.
- Ensure accuracy, completeness, and confidentiality of departmental records.

Other Duties

- Maintain collaborative working relationships with faculty, staff, students, and university departments.
- Exercise sound judgment when handling confidential and sensitive information.
- Perform other related duties as assigned.

Knowledge, Skills, and Abilities

Successful applicants should possess:

- Ability to utilize available resources including other people and data to recognize and analyze work related problems, evaluate potential solutions, and act decisively in recommending or implementing solutions.

Docusign Envelope ID: 2D40789C-712C-83E8-8014-C233C3531F78

- Ability to learn university policies, procedures, and administrative systems.
- Ability to exercise discretion and maintain confidentiality.
- Ability to coordinate multiple projects simultaneously in a fast-paced academic environment.
- Excellent written, verbal, and interpersonal communication skills.
- Strong organizational and time management skills with the ability to prioritize multiple assignments and meet deadlines.
- Excellent customer service skills with a professional and positive attitude.
- Ability to work independently with minimal supervision while functioning effectively as part of a collaborative team.
- Strong attention to detail and commitment to timeliness and accuracy.
- Experience using Microsoft Office Suite/ Adobe Acrobat/DocuSign/Google Workspace

Working Conditions

Work is performed primarily in a professional office environment. Regular use of computers, printers, scanners, copiers, multi-line telephone systems, and other standard office equipment is required. The position may require occasional lifting of materials weighing up to 25 pounds and occasional evening or weekend work to support departmental events and university activities.

Minimum Hiring Standards

Education

Bachelor's degree and 4+ years of administrative experience in higher education, or an equivalent combination of education and experience.

Application Information:

Review of applications will begin immediately and continue until the position is filled. For consideration, please submit the following materials to jobs@cau.edu with a copy to ljones3@cau.edu:

- CAU employment application
- Cover letter
- Administrative skills statement (1 page)
- Curriculum vitae or Resumé
- Contact information for three (3) professional references that can speak to work ethic and character

The **Cover Letter** should explain:

- Interest in the position
- Relevant administrative experience
- Organizational and communication skills
- Customer service experience

Docusign Envelope ID: 2D40789C-712C-83E8-8014-C233C3531F78

- Experience working in higher education (if applicable)

The **Administrative Skills Statement** should describe the applicant's ability to:

- Exercise initiative
- Manage competing priorities
- Work in fast-paced environments
- Support multiple supervisors
- Handle confidential information

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