

Administrative Assistant for Teacher Education and Athletic Training

Job Description

Updated June 2021

POSITION

This is a 12-month, shared, full-time position between two accredited, academic departments on campus (Teacher Education and Athletic Training), with an office located in Kelsey Hall.

RESPONSIBILITIES

ADMINISTRATIVE ASSISTANT – TEACHER EDUCATION DEPARTMENT

Reports to: Director of Teacher Education

Description:

This position is responsible for assisting the Director of Teacher Education in administrative matters relating to the overall management of the Sterling Teacher Education Program (STEP). Work involves being a liaison between the department, school districts where candidates complete field work and clinical experiences, and the state department of education. Work is performed independently within established guidelines. Work procedures are normally developed independently and evaluated in terms of overall effectiveness. Position requires attention to detail, high energy and willingness to accept responsibility.

Qualifications:

A qualified candidate must have a personal commitment to Jesus Christ and support the Christian character and mission of Sterling College. The candidate must also possess a clear understanding of and ability to articulate the essentials of a Christian liberal arts college.

- requires tact
- confidentiality
- discretion
- organization
- attention to detail

Essential Functions:

1. Responsible for monitoring and managing extensive records and files of STEP candidates, including keeping advising files current for all faculty.
2. Manage data collection and data entry for department data base; complete and accurate information is necessary for state and federal reports.
3. Disaggregate data for all licensure programs and provide updates for semi-annual meetings and reports.
4. Serve as placement coordinator for clinical teaching and assist faculty with course placement questions.
5. Take notes at various meetings; generate and distribute agendas and minutes.
6. Manage the department budget, balancing category expenditures monthly. Submit all invoices for payment.
7. Serve as education licensure officer.
8. Manage the employment survey process, which tracks recent graduates into their early years of employment.
9. Plan all elements for meetings, gatherings, special occasions that involve hospitality.
10. Reserve rooms for all face-to-face meetings.

11. Collect practicum requirements- each student enrolled in a practicum class is required to submit a Validity Background Check, Physical, TB, and Liability Insurance. These items are good for 12 months, unless expiration date is listed. All info needs to be recorded in student file.

Additional Responsibilities:

1. Knowledge of the rules, regulations, and operating procedures of STEP and KSDE.
2. Knowledge of budgeting, strong skills in working with numerical data.
3. Ability to establish and maintain effective working relationships with candidates and faculty.
4. Ability to establish and maintain strong communication with public school partners, particularly the Teacher Education Advisory Council (TEAC) and district placement personnel.
5. Ability to communicate effectively, both written and spoken.
6. Ability to effect economy in the use of personnel, supplies, materials, and equipment.
7. Knowledge of word processing, spreadsheets, and IBM statistical software. Thorough knowledge of business English, spelling, punctuation, and arithmetic.
8. Knowledge of the rules, regulations, and policies relative to teacher education (specifically STEP documents) and college procedures in general.
9. Ability to compose effective correspondence.
10. Select, supervise, and train student employees
11. Other duties as assigned by the department chair.
12. Technology skills

Education/Experience:

- Bachelor's degree preferred in human service, education, or related fields. Experience working in K-12 public schools is a plus.
- Associate degree required. Five years experience as administrative assistant or similar position required.
- Experience related to this class of work, or any equivalent combination of training.

Skills Required:

- Efficient use of Microsoft Office software to include Word, Excel, Power Point.
- Efficient use of Google platform (docs, sites, sheets)
- Experience in database management
- Proficiency in budget management
- Ability to multi-task
- Organization
- Time management
- Excellent verbal and written communication
- Ability to work without supervision

Work Environment/Environmental Conditions:

All the essential job functions are subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Individuals may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation. This position description is not all-inclusive and may change at the option of the (supervisor or department head). Any major change will result in the position being reviewed for reclassification.

ADMINISTRATIVE ASSISTANT – ATHLETIC TRAINING

Reports to: Athletic Training Program Dir., Clinical Education Coord., Dept. Chair for Health Science

Description:

This position is responsible for assisting the Athletic Training Program Director, Clinical Education Coordinator, and Department Chair for Health Science in administrative matters relating to the overall management of the Sterling College Athletic Training Program (SCATP) and Health Science Department. Work involves administrative duties for the organization, operation, and fulfillment of SCATP and Health Science Departmental objectives. Work is performed independently following established guidelines through frequent communication with program and department administration. Position requires attention to detail, ability to work independently on recurring assigned tasks, adaptability, and willingness to learn new tasks/skills.

Qualifications:

1. Experience related to administrative tasks and associated work.
2. Ability to maintain high levels of confidentiality, discretion, organization, and attention to detail.
3. Willingness to learn new systems such as ATrack, etc.
4. Desire to work in the Health Science Department and ATP as part of a team to improve student experience and education.
5. Demonstrate initiative and anticipation in daily tasks and needs for the Health Science Department and ATP staff, faculty, and students.

Essential Functions:

1. Responsible for monitoring and managing extensive records and files of SCATP and Health Science Dept. students including keeping advising files current for all faculty.
2. Manage data collection and data entry for Commission on Accreditation of Athletic Training Education (CAATE) standards including, but not limited to, alumni surveys, employer surveys, graduate surveys, preceptor tracking, student records, clinical hour logs, student patient encounter logs, student clinical proficiency tracking, affiliated site agreements, student handbook, yearly ATrack maintenance and other necessary administrative functions associated with the accredited athletic training program.
3. Manage yearly program fees including, ATrack, CAATE, etc.
4. Assist the PD and CEC with CAATE self-study, site visits, and other reports.
5. Maintain a current alumni directory for all Health Science Dept. programs including SCATP.
6. Coordination of Health Science Dept. Student Mentoring Program(s) and events as directed by ATP PD, CEC and Health Science Department Administration.
7. Coordination of continuing education arrangements, including registration, travel, housing, etc. for athletic training faculty and clinical faculty
8. Maintain current licensure, NPI, BOC certification, degrees, etc. information for all preceptors and faculty.
9. Assist the Head Athletic Trainer in coordination of physicals for patients/student-athletes.
10. Maintain files of former patients for 7 years following the last treatment.

Additional Responsibilities:

1. Knowledge of the rules, regulation, and operating procedures of SCATP and CAATE.
2. Ability to establish and maintain effective working relationships with candidates and faculty.
3. Ability to maintain strong communication with affiliated clinical sites.
4. Ability to communicate effectively, both written and spoken.
5. Ability to work independently on assigned tasks.

ESSENTIAL JOB FUNCTIONS

- Must be able to push, pull, and lift a minimum of 50 pounds.
- Must be able walk up and down stairs and climb ladders.
- Be able to coordinate movement of the fingers and hands as well as have the adequate dexterity and strength to complete tasks.
- Be able to use upper extremities to frequently press against something with steady force to thrust forward, downward or upward.
- Frequently bend body downward and forward by bending spine at the waist.
- Be able to stand and move about regularly.

EXPECTATIONS OF ALL STERLING COLLEGE EMPLOYEES

All SC employees are expected to demonstrate a strong and articulate Christian faith, to model and mentor students in servant leadership and in the integration of faith into every aspect of life and learning.

COMPENSATION

Salary will be determined by credentials and experience. The College provides a benefits package, details of which will be shared during the formal interview process.

THE COLLEGE

Founded in 1887, and located in Sterling, Kansas, Sterling College's mission is to *develop creative and thoughtful leaders who understand a maturing Christian faith*. With approximately 600 students, of which nearly 40% represent non-majority populations, and 46 full-time faculty members, the campus community shares a vision to serve God's world through training servant leaders and the development of future leaders through strategic partnerships. Learn more about us at www.sterling.edu.

APPLICATION PROCEDURE

A review of applications will begin immediately and continue until the position is filled. The successful candidate must undergo a background check. To view the list of items to be completed to apply for this position, please go to <https://www.sterling.edu/employment> and view the Education/AT Administrative Assistant job link. Materials are to be submitted electronically to rdodson@sterling.edu.