18. Describe in detail the specific duties and responsibilities assigned to this position. Identify Essential/Marginal functions. Essential Functions are those tasks or functions that are fundamental to the position. Marginal Functions are those tasks or functions that are performed by the incumbent, but are not necessary to the position. Attach additional sheets, if necessary, to properly describe the position. Duties and responsibilities should equal 100% of time.

Describe functions in terms of outcomes/results rather than method used or how a job is normally accomplished.

This position serves as the Administrative Assistant to the Associate Vice President for Student Affairs- Enrollment Management at Florida A & M University. Working independently, with responsibility for a wide range of specialized projects and operations, the individual must understand the organizational structure and functions of units within the University and specifically those aligned with enrollment management, and use this knowledge to assist the Associate Vice President in facilitating, coordinating and implementing various tasks assigned to this unit. Additionally, this position understands, interprets, executes and makes recommendations regarding university policy and procedures impact enrollment management functions.

% of Time

18A. Essential Functions of the Job*

50% Assists the Associate Vice President for Enrollment Management Center in a fiduciary capacity on matters of confidentiality regarding personnel matters, student records, student grievances and complaints, assessments, and long-range planning. Receives confidential faxes messages and documents, prepares draft documents regarding student issues and concerns, serves as note taker during required meetings, answers initial inquiries from supervisors, employees, students, and parents and refers them to the appropriate party for further action. Assist with the preparation of working papers, staff training, personnel, student and like matters. Must exercise extensive personal and professional judgment in making assignments and ensures proper and timely preparation of follow-up materials for the Associate Vice President’s review. Assist the Associate Vice President in preparation of Division, University, and Board of Trustees documents. Prepares and maintains the Associate Vice President’s calendar and long term time management priority planning. Reviews requests for appointments to determine the appropriateness of meetings with the AVP and/or other Division officials.

15% Assists in creating and developing marketing collateral, student recruitment campaigns, advertising and integrated marketing concepts for the University. Aids in promoting special events, seminars and workshops related to enrollment management, recruitment and other related University functions. Maintains a current NAA directory and alumni contact information for providing pertinent information to those group and individuals. Provides support and assistance to the AVP with student organizations that aid in enrollment management functions. Maintains a master calendar of events and activities and disseminates information to appropriate entities and publics.

15% Acts as a liaison for the enrollment management division with Academic Colleges, Alumni Affairs, Financial Aid, Housing, Institutional Research, Advising, Counseling, and Student Support Services, Freshman Studies Program or campus organizations in matters involving Student Affairs and the Enrollment Management Unit. Performs special assignments to support policy formulation and decision making on behalf of the AVP and prepares agenda for staff meetings and takes minutes. Aids in the development, formulation and revision of the University’s Strategic Enrollment Plan.

5% Maintains and coordinates scheduling of professional development and training modules for enrollment management units to insure that all units and personnel in the Enrollment Management Unit have a clearly defined professional development plan that is aligned with the objectives of the unit and the University. Ensures that directors are informed of all internal and external training workshops, sessions, programs and conferences available to their respective units and coordinates attendance.

5% Performs other job-related duties and special projects as assigned by the Associate Vice President.

18b. Marginal Functions of the Job**

10% Provides assistance to students, staff, and the public; assists with daily program resolution and makes referrals to the appropriate person. Organizes and maintains all administrative, student and personnel files for the Enrollment Management Unit. Disseminates information to appropriate new and continuing staff and students on enrollment management policies and procedures. Supports the unit by arranging meetings, making travel arrangements, answering and directing telephone calls. Edits documents and materials for proper format, accuracy, grammar; must be familiar with constituents to ensure correspondence is correctly routed.
19. **SUBORDINATES:** List class codes, official class titles, and position numbers of each position that reports directly to this position.

Coordinates, trains, guides and supervises student work-study personnel assigned to the AVP for Enrollment Management.

19A. **SUPERVISOR’S POSITION:** Number: 17736 Class Code: 9269 Class Title: *Associate Vice President for Student Affairs – Enrollment Management*

20. **MONETARY RESPONSIBILITY:** Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.

21. **STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA** (The disclosure of which would be prejudicial to the successful operation of the University.) This position becomes aware of highly confidential personnel and student information which must be held strictly confidential. FERPA information also must be maintained.

22. **KNOWLEDGE/SKILLS/ABILITIES:**
   - Knowledge of general office and other administrative principles, practices, and protocol,
   - Effective decision-making and problem-solving
   - Excellent Interpersonal communication techniques
   - Skill in use of Personal Computers and Microsoft Office Software,
   - and the ability to
     - assume new responsibilities on own initiative and carry them out in an effective and professional manner.
     - assume other office management responsibilities as necessary
     - exercise independent judgment.
     - communicate effectively and professionally both verbally and in writing
     - maintain effective working relationships both inter and intra office as well as with other academic and administrative divisions throughout the university
     - coordinate, delegate and implement assignments in order to meet deadlines.
     - understand and apply personnel rules, policies, and procedures applicable to staff and students.
     - perform in a culturally diverse team environment.

23. **REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:**

   Please review statements below check all that apply.

   - This position requires a background check and/or fingerprinting, Florida Statutes.
   - This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.
   - This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.
   - This position requires licensure, certification or other special requirements described below.

23A. **Education/Training/Experience - in order of importance, state any specific education, training and experience and knowledge, skills and abilities required for this position.**

   Note that these requirements must be related to the essential functions and at least equal to the minimum qualifications stated on the official class specification.

   **Specialized Minimum Qualifications:** A high school diploma and five years of administrative support or related experience. Appropriate college course work or vocational/technical training may substitute as an equivalent rate for the experience.

   **Preferred Qualifications:** Bachelor’s Degree and experience in higher education environment in Student Affairs and/or other related department.

   ATTACH ADDITIONAL SHEETS, IF NECESSARY, TO PROPERLY DESCRIBE THE POSITION.

24. **SIGNATURES:**

<table>
<thead>
<tr>
<th>Incumbent</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Danielle Kennedy-Lamar</td>
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<td>Assoc V.P. for Student Affairs</td>
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<tr>
<td>Reviewing Officer &amp; Title</td>
<td>Signature</td>
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