

UNIVERSITY OF DALLAS

Certification Officer & Administrative Assistant

Job Number: 7576UD

Education

Date Posted: August 09, 2019

WHO WE ARE

The University of Dallas is a private university that leads in academics and has been consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the top 10 Catholic colleges in the West and Forbes' Best Value Colleges. We thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

JOB DESCRIPTION

UD is currently seeking a certification officer/administrative assistant. This full-time (40 hr/wk) position is responsible for providing administrative support for the Education Department's routine business and academic activities and service as the Certification Officer for the Educator Preparation Program including coordinating teacher candidate field experiences. This individual is the first point of contact for the department and helps to promote a welcoming, collaborative environment for students, faculty, and other constituents while helping the department to run efficiently and effectively.

PRIMARY RESPONSIBILITIES

Certification Officer Responsibilities

- Assist students seeking certification or an education concentration
- Coordinate clinical teaching experiences, including procurement of appropriate field placements
- Keep current on all changes in rules in the Texas Administrative Code (TAC) and maintain timely correspondence with Texas Education Agency (TEA) representatives
- Maintain accurate student records including files of students seeking certification, such as Educator Preparation Program (EPP) application preparation, transcript evaluation, online database management, and placement file monitoring
- Correspond with TEA and participate in meetings and trainings essential to accreditation and certification
- Collect, maintain, and prepare reports for the department with data pertaining to teacher certification as required by TEA and the Registrar, maintain certification forms and keep faculty and students updated on relevant changes to certification
- Collaborate with faculty and assist with TEA accreditation audits and other certification reporting
- Assist with coordinating admittance into the teacher certification program
- Provide faculty updates regarding changes in TEA policies and standards, and monitor and update the department assessment procedures/systems to ensure compliance with TEA standards
- Support faculty in advising students seeking educator certification and prepare advising materials regarding certification
- Monitor students' progress throughout the teacher education program

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- Answer public inquiries regarding certification programs at University of Dallas and conduct/participate in information sessions for interested students
- Serve as testing coordinator for certification tests
- Generate reports for TEA, the Registrar, and other department needs regarding teacher education, certification, and follow-up studies
- Facilitate bulletin changes regarding teacher certification for the Education Department
- Other certification, accreditation, and field experience related duties, as assigned by the department chair

Administrative Responsibilities

- Answer phone calls and direct calls to appropriate parties or take messages.
- Manage department calendar; schedule and track meetings, conferences and travel for faculty members.
- Supervise operation of children's library, such as monitoring circulation and inventory, and ordering and managing new acquisitions.
- Prepare invoices and monitor and reconcile budget to track expenditures in coordination with the Department Chairperson.
- Coordinate the maintenance and repair of office equipment. Work with Facilities department to coordinate resolution of office/building issues.
- Sort and route incoming correspondence, including faxes and email. Prepare outgoing mail and arrange for delivery of correspondence.
- Perform data entry and prepare reports, letters, spreadsheets and other documents using word processing and database software.
- File and retrieve documents, records, reports, and other materials. Maintain course files, including files of class materials and preparation and management course evaluations.
- Maintain supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders, and verifying receipt.
- Assist in the planning and coordination of special events, seminars, and programs sponsored by the department, such as (but not limited to) the Teach Education Advisory Committee, Kappa Delta Pi, and the Excellence in Education Conference.
- Schedule and manage student worker assignments and document their time entries. Train student workers in book circulation procedures, coordination of review books, cataloging new books, and other administrative tasks.
- Assist with the coordination of book orders in accordance with established processes and timeframes.
- Maintain the department website in coordination with the Chairperson.
- Coordinate the use of media center computers and equipment.
- Assist in the planning and preparation for the AP Summer Institutes (APSI).
- Manage department course schedules and bulletin updates in coordination with faculty and other departments on campus.
- Assist in preparation for and act as recording secretary for Education Department meetings.
- Provide administrative support to all faculty in an academic teaching department including but not limited to making copies, ordering course materials, taking messages, scheduling appointments, meetings, and travel, filing, researching files and records, and preparing and proofreading correspondence, reports, and other documents as requested.
- Other administrative duties as assigned by the department chair.

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MINIMUM REQUIREMENTS

- Undergraduate degree appropriate to the position.
- Five years of administrative assistant experience in a high public contact environment, preferably in higher education, is preferred.
- Three to five years as a certification officer, including knowledge of teacher certification requirements and experience interpreting regulations and preferably also managing field experiences (i.e. student teachers).

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; free tuition for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.