Department Administrator Responsibilities

Student Aid
- Answering Course Queries
- College Protocol Advising
- Scheduling Meetings With the Chair
- Student Concerns
- Placement Testing*

Semester Preparation and Routine
- Course Tally Creation
- Syllabi Coordination
- Calendar Management
- Blackboard/Social Media Administration
- Student List Creation

HR Related Duties
- Work Study/Studio Assistant Supervision*
- Report Creation
- Digital Archive + LUNA Uploads
- Materials Ordering
- Records Maintenance

Event/Program Coordination/Participation
- Adjunct Appointment Administration
- Faculty Pay Confirmation
- Evaluation Coordination
- Contract Worker/Model Coordination*
- Commencement

Budget
- Department Budget Administration
- Annual Budget Request Preparation

HR Related Duties
- Adjunct Appointment Administration
- Faculty Meetings
- Student Meetings
- Recruitment Events
- Student Reviews

Event/Program Coordination/Participation
- Visiting Speakers*
- Competition Submissions*
- Workshops*
- Travel*
- Sponsored Project* Administration

Budget
- Department Budget Administration
- Annual Budget Request Preparation
- Development Fund Request Preparation
- Visiting Artist Fund Request Preparation

*as applicable