

ADMINISTRATIVE ASSISTANT STUDENT SUPPORT

Florida A&M University
School of Architecture Engineering Technology

Job Description

OVERVIEW

The primary purpose of this position is to provide administrative support to the students in the SAET and the activities associated with student admissions, re-admissions, matriculation, graduate scholarships, and records. This person also assists the Director of the BS in Architectural Studies in advising upper division students. This person is the SAET liaison with the School of Graduate Studies.

DUTIES

1. **Recruitment Support** as identified by Directors:
 - a. Undergraduate
 - i. With the Outreach Coordinator, provide recruitment support to FAMU recruiting and career fairs as requested.
 - ii. Follow-up with all undergraduate inquiries; strategic increase enrollment in Engineering Technology.
 - iii. Troubleshoot incomplete applications for undergraduate programs; notify students of status and help to clear up deficiencies.
 - iv. Build new procedure for follow-up; maintain logs, generate monthly reports of contacts and methods of contacts; evaluate effective methods of communication.
 - b. Professional and Graduate
 - i. Attend all FAMU Graduate Feeder Recruitment events.
 - ii. Follow-up with all B. Arch., M. Arch., and MS in Architecture inquiries and forward to directors of professional and graduate programs.
 - iii. Troubleshoot incomplete applications for graduate programs; notify students of status and help to clear up deficiencies.
 - iv. With MS in Architecture Director and B.Arch./M.Arch. Director, keep inventory of all recruitment materials needed for the Professional & Graduate programs.
2. **Admissions:**
 - a. Undergraduate
 - i. Assist the SAET Outreach Coordinator in matriculating FTIC applicants.
 - ii. Serve as the SAET Liaison to the Office of Admissions. Assist undergraduate directors in the admission and readmission of students.
 - iii. Communicate with applicants on their admission status upon receipt from Directors.
 - iv. Prepare and send official admission status on behalf of the Dean.
 - b. Professional & Graduate. The Directors review all applicants and make recommendations to the Dean.
 - i. Work closely with the School of Graduate Studies regarding applications, Professional and Graduate students' admission, and readmission.
 - ii. Provide support, screen Professional and Graduate applicants' credentials, and document on spreadsheet and forward to Directors for review and determination.
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- v. Prepare and send official admission status on behalf of the Dean.

3. Scholarships & Financial Aid Assistance:

- a. Undergraduate
 - i. With the Outreach Coordinator, troubleshoot FTIC students' financial aid issues and assist in resolving.
 - ii. Troubleshoot sophomore, junior, and senior students' financial aid issue and assist in resolving.
 - iii. Assist students in completing the application process; implement workshop (s) near federal and state application deadlines.
 - iv. Process all Latin & Caribbean Scholarships and update accordingly in the SAET online file system.
 - v. Process OCR scholarships.
- b. Graduate & Professional. The Directors determine the categories and amounts of graduate assistantships.
 - i. Support the Senior Administrative Assistant in the collection of contracts related to graduate funding.
 - ii. Troubleshoot graduate students financial aid issues and assist in resolving.
 - iii. Prepare documents to submit to the Office of Financial Aid or School of Graduate Studies to post to student's accounts.
 - iv. Process all Latin & Caribbean Scholarships and update accordingly in the SAET online file system.
 - v. Support the collection of contracts related to graduate funding.
 - vi. Notarize legal documents for graduate assistantships and work-study students.

4. Registration & Enrollment Services:

- a. Communicate with the FYSE Advisor, Registrar, and Associate Dean regarding the enrollment process.
- b. Collect, maintain, and distribute all forms regarding advisement, registration, matriculation.
- c. Assist the BS in Architectural Studies Director by serving as the chief advisor for students enrolled in 3rd year and 4th year design studios.
- d. Process major change forms. Attach or request transcripts as needed.

5. Graduation Exit Coordination:

- a. Collect Course Exception Forms when needed and submit to Registrars' Office.
- b. Work closely with the SAET Registrar regarding graduation applications.

6. Administrative Support:

- a. Work closely with the Director of B.Arch. & M.Arch; distribute, and document all requests from prospective professional and graduate students, parents, and other interested parties.
- b. Post all deadlines about student activities such as advisement, registration dates, drop/add, withdrawals, and graduation.
- c. Communicate with the SAET Directors and Registrar regarding the enrollment process.
- d. Issue official class excuses for absences to students following appropriate guidelines.
- e. Alternative SAET receptionist, host of visitors, inventory.
- f. Assist the faculty of record of ARC 6976 Thesis Reflection & Documentation in producing and submitting Thesis documents in a timely manner.

7. Provide SAET and University Service:

- a. Graduate Feeder Council
- b. Recruitment Data Council