

Assistant to the Chair I

School Internal Job Description

Apply at: <https://hr.gatech.edu/careers> (Job ID: 227465)

Job Purpose:

The position will provide administrative and operational support to the Chair of the School of Economics. This includes coordinating the School Chair's calendar, assisting the Chair in maintaining School records and data including confidential information, planning and executing events and hosting of visitors in collaboration with other School staff, interacting with guests and visitors as well as institution administrative personnel, faculty members, and staff. This position will provide administrative support for all matters relating to faculty Reappointment, Promotion and Tenure (RPT) as well as assist the chair with coordinating faculty committee assignments and peer-review teaching evaluations. This position serves as the primary contact with the campus and external community on behalf of the Chair of the School of Economics. The position will be expected to maintain a high level of confidentiality, administrative knowledge, and the ability to work collaboratively and communicate effectively.

Job Responsibilities:

Chair Support

- Manage the School of Economics Chair's calendar
- Collect and maintain data and records for the School as assigned by the Chair
- Prepare reports, presentations, or correspondence on behalf of the School Chair as requested
- Maintain current Faculty, Staff, and Graduate Student Handbooks
- Attend all faculty meetings and maintain meeting minutes and records
- Coordinate travel arrangements and submit Travel Authorization & Reimbursement Requests on behalf of the School Chair.
- Assist Chair in his/her outreach activities, events, and other duties as assigned

Faculty Affairs

- Collect and maintain faculty annual reports and process annual performance evaluations
- Assist the Chair, RPT Committee Chair, and faculty in matters related to promotion, tenure, critical reviews, and post-tenure reviews, including the Institute's promotion and tenure software PROMOTE
- Collect and maintain records of peer-review teaching evaluations
- Maintain records of faculty service activities
- Assist the School Chair with other faculty affairs matters as assigned

Alumni Development and Outreach Support

- Serve as the administrative contact for the Board of Advisors to the School of Economics (BASE) and maintain BASE records
- Assist the School Chair in planning and executing BASE meetings, Alumni Receptions, and alumni other activities
- Maintain alumni database at direction of the Chair

Direct Supervisor: School Chair