

WORK DONE BY THE FACULTY ADMINISTRATIVE ASSISTANTS

Copiers & Photocopying

Make copies as needed by faculty in their respective programs; keep the administrative assistant's office copiers serviced; order paper, toner and staples for these machines, etc.. **please remember, a faculty administrative assistant can not violate copyright guidelines, and will copy at most one chapter or 10% of a book or work, whichever is less*

Searches

Manage electronic search files; make travel arrangements for candidates; set up candidate's itineraries for interviews; reserve rooms for job talks; reserve equipment if needed; arrange overnight accommodations and catering services; etc.

Program External Reviews

Assist in collecting, updating and circulating data; arrange all travel plans for visiting team members; set and confirm all meetings with faculty; etc.

Supplies

Maintain small inventory of supplies including stationary, mailers, large mailing envelopes, labels, staples, paper clips, notepads, etc. Faculty may also place more extensive orders for office supplies.

E-Mail

Disseminate announcements of events, meetings, calendar entries, and forward emails for faculty to divisional lists, etc.

Requisitions

Requisitions for reimbursement of faculty expenses for Category I and II, Bard Research Fund, moving expenses, search related expenses, etc.

Miscellany

Set up meetings; make follow-up reminders and phone calls
Mailings
Print out text for Professors
Order desk/review copies
Instruct faculty in the use of e-mail, computers, copiers and fax
Order business cards

Notary Public

Carol Werner, Office Manager in the Dean of Student Affairs Office, Sottery 102, is a Notary Public. Please call in advance on ext. 7454 to make sure she is available.

