

(WAI 3-3.1)

Assistant/Associate Administrator

The Assistant/Associate Administrator acts as the deputy chief administrative officer for the Western Archives Institute Joint Management Committee. The Assistant/Associate Administrator acts as chief administrative officer in the absence of the Administrator.

Responsibilities

General

1. With the Joint Management Committee, manages the operations of the Western Archives Institute.
2. Participates in meetings and decisions of the Joint Management Committee.
3. With the Joint Management Committee, selects the On-site and Local Arrangements Coordinator(s).

Financial

4. Reviews Institute financial records.

Program

5. With the Joint Management Committee, reviews and selects facilities for the Institute including site visits.
6. With the Joint Management Committee, selects the Principal Faculty Member and adjunct faculty to participate in the Institute.
7. With the Joint Management Committee, selects publications for students.
8. May participate in Institute opening and closing ceremonies, as necessary.

Publicity

9. Prepares and sends out publicity for the Institute including brochures, flyers and press releases.

Participants

10. Prepares student application form and application package. Sends applications in response to requests.
11. With the Joint Management Committee, reviews student applications and selects students to attend the Institute.

Communication

12. May assist in preparation of mailings to students including sending local arrangements information, admission letters, and publications that are sent in advance of the program.
13. May assist in preparation mailings to faculty.
14. Reproduces faculty handouts, as necessary.

Reporting and Evaluation

15. With the Joint Management Committee, reviews student and faculty evaluations.
16. With Administrator, maintains Institute records.

Benefits

The Assistant/Associate Administrator will receive an honorarium, to be determined by the Board of Directors of the Society of California Archivists, provided the Assistant/Associate Administrator does not receive financial support from their institution to participate in the Institute.

The Institute will cover any reasonable expenses incurred by the Assistant/Associate Administrator in carrying out his/her responsibilities.

(WAI 3-3.1) 8/98 nz; 12/99 nz; 11/00 nz; 06/02 nz; 07/02 nz;
06/04 nz; 07/07 sb