Position: Administrative Assistant

Department: Office of Student Affairs

Supervised by: Dean/Associate Dean of Student Affairs

Supervises: Student Workers

Roles and Responsibilities: Maintain confidentiality with tact, discretion and in compliance with FERPA and Title XI regulations while creating a professional and inviting office environment and a positive working relationship with faculty, staff, and students.

Summary Description: Responsible for the daily operation and activities of the Office of Student Affairs. Uses individual initiative and judgment while exhibiting excellent office skills in the performance of assigned tasks.

Duties:

1. Maintain appointment schedules for Dean, Associate Dean and other OSA Staff as needed.
2. Process incoming/outgoing mail.
3. Create, organize, and manage student files.
4. Create and manage work orders for Campus Center and OSA.
5. Maintain office supplies.
7. Participate in and record minutes for staff meetings.
8. Provide clerical and computer support for the Dean and other OSA Staff.
10. Provide support to the Dean and other Campus Life personnel by compiling information for reports and correspondence.
11. Compile and organize Flash report information for President Cabinet meeting.
12. Supervise, coordinate and evaluate performance of student workers.
13. Manage Erickson Reservation Scheduling, including communicating cleaning schedule.
14. Create Summer Conference Calendar and prepare contracts for Summer Conferences.
15. Maintain a calendar for reservations for specific conference rooms and other meeting spaces on campus.
16. Manage OSA email.
17. Any other duties assigned.
General Responsibilities:

1. Maintain professional, comfortable, and inviting office environment.
2. Maintain positive working relationship with all employees in all departments, and demonstrate respect and courtesy to faculty, staff, students, parents, and the public.
4. Maintain efficient and effective office operation, and demonstrate flexibility toward changes in work assignments and in policies and procedures.
5. Maintain effective communication with Student Affairs staff, faculty, students, prospective students, parents, and guests.

Working Environment:

1. Office equipped with computer, copier and telephone.

Preferred Qualifications:

1. High school diploma.
2. Minimum of two years of office/receptionist/secretarial experience.
3. Excellent communications and human relations skills.
4. Excellent Microsoft Word, Excel and other computer software skills and experience.
   Ability to learn appropriate modules in the college’s administrative software system, Colleague by Datatel, Inc.
5. Excellent keyboard skills.
6. Excellent accuracy and attention to detail.

Remuneration:

1. Non-exempt hourly position at 37 ½ hours per week.
2. Hourly wage competitive.

15-July-2016