**Title:** Administrative Assistant

**Date:** August 2022

**FLSA Status:** Nonexempt – Full time, 10 month position. Service dates August 1st through May 1st.

**Salary**: $14.00 to $16.00 per hour

**Reports to**: Director of Leadership Development and Assistant Vice President for Academic Affairs

**Job Summary:** Under general supervision of the Director of Leadership Development and

Assistant Vice President for Academic Affairs, performs a variety of complex, responsible, and

confidential administrative duties requiring a thorough knowledge of policies and procedures, and

performs related work as required.

**Duties and Responsibilities:**

* Assist with planning, programming, and participating in Serenbetz Institute programs and events.
* Initiate and maintain a variety of files as needed for the efficient operation of the

Serenbetz Institute; track leadership program expenses.

* Prepare and track purchase orders, reimbursement requests, check vouchers, travel

authorizations, and special function requests.

* Assist with interviewing and selection of student leadership assistants; supervise

leadership assistants and provide them with daily or weekly job assignments; hold group

meetings with them as needed.

* Supervise the maintenance and upkeep of the Cottey Career Closet.
* Act as receptionist; greet visitors or students to the office; screen calls and visitors
* Provide support to faculty members, including serving as exam proctor, announcing class meeting cancelations, copying and scanning documents, and tracking supply use.
* Schedule, coordinate, and maintain calendars for the Director and Assistant Vice President.
* Manage routine correspondence for and on behalf of the Director and Assistant Vice President.
* Arrange and coordinate travel for guest speakers and other travel associated with the Serenbetz Institute.
* Provide articles/announcements/information to the campus newsletters

(Chronicle/Connection) and other publications.

* Host overnight guests of the College at the direction and/or with the approval of the

President; arrange and oversee tours of the CWL for planned groups of visitors and walk-in guests; coordinate building use and facility requests for the Center for Women’s Leadership.

* Update and maintain the Serenbetz Institute bulletin board located in RBAC, and create, post, and maintain visual notices on behalf of the leadership program.
* Other duties as assigned.

**Knowledge, Skills, and Abilities:**

* Proficiency with spreadsheet, database, and word processing applications, including MS Word and Excel.
* Knowledge of modern office procedures and methods including telephone communications, equipment and filing systems, and record keeping.
* Knowledge of modern business communication, including style and format of letters, memoranda and reports.
* Knowledge of proper English usage, grammar, spelling, and punctuation.
* Knowledge of basic mathematics.
* Ability to pay close attention to detail, especially when corresponding and organizing campus events and meetings.
* Ability to work independently in the accomplishment of a wide variety of duties that support the mission of the college.
* Ability to manage time and multiple priorities to meet deadlines.
* Ability to communicate and work effectively and professionally in person, electronically, and/or by telephone, with internal and external constituents.
* Ability to learn, interpret, and apply organizational policies and practices.
* Ability to compile and organize comprehensive reports.

**Credentials and Experience:**

• High school diploma required. Associate degree preferred.

• Three years of administrative assistance experience.