Administrative Assistant

August 1, 2014

(Part-Time) (30 hrs/week)

Mount Mary University is seeking an individual to contribute to the realization of our mission through the role of part-time Administrative Secretary. Under the direction of the Dean for Academic Affairs, the assistant is responsible for maintaining a harmonious flow of persons and communications to and from the Dean’s office, as well as performing numerous office and support duties while being able to work independently on projects.

PRINCIPAL RESPONSIBILITIES

Screen and direct phone calls to the DAA or other appropriate person.

Schedule appointments and provide accurate management of the DAA calendar.

Compose departmental correspondence, memos, meeting schedules, agendas, minutes, and other documents as required.

Prepare letters of agreement and contracts for part-time faculty.

Use Jenzabar EX to compile reports and assign part-time faculty status to courses.

Compile and maintain the Dean’s list, withdrawal log, and academic integrity log.

Establish and maintain confidential office files.

Assist with the administrative responsibilities as needed.

Complete requisitions in response to invoices for payment.

Assist in planning new full-time and part-time faculty orientations.

Coordinate the processing, formatting, and distribution of student course evaluations.

Assist as needed with other projects/activities associated with this office, such as the Teaching Excellence Award, Five-year review process, Self-designed majors, overload permission, and Educational contracts.

Handle and direct all incoming mail to the DAA.

Greet and direct visitors to the office—students, faculty, staff, and visitors to the campus.

Requirements: current Microsoft Word and Excel 2007; ability to use mail merge function; ability to work independently and prioritize projects; ability to manage multiple projects and coordinate such projects within the office; excellent communication (verbal and written) skills; willingness to collaborate with and support other staff and faculty.
Mount Mary University practices equal opportunity employment as part of our ongoing commitment to diversity in our workplace. For confidential consideration please send cover letter, resume, and names of three professional references to the address above.