



**Administrative Assistant**  
**Office for Peace and Restorative Services**  
**Job Posting**

**JOB SUMMARY**

Spalding University is seeking a responsible Administrative Assistant to directly support the Office of Peace and Restorative Services (OPRS)<sup>1</sup>. It is imperative that the candidate has a mature and professional demeanor to ensure the efficient and smooth running of day-to-day operations for this unit. The Administrative Assistant will also work with staff in the Student Development and Campus Life office to provide support for routine tasks and special projects as needed. This position will report directly to the Director for Peace and Restorative Services.

Under the supervision of the Director for Peace and Restorative Services, the Administrative Assistant is responsible for managing all aspects of the office of Peace and Restorative Services. Specific responsibilities include: conducting area-specific and program research; developing and preparing program materials; tracking and processing program evaluations; developing and managing communications for the OPRS.

**DUTIES AND RESPONSIBILITIES**

- Maintain accurate files and research on all OPRS activities and programs, e.g.: coaching, facilitations for individual and group development, presentations, courageous conversations, restorative mediation, film screenings, book discussions, art shows, etc.
- Participate in planning, coordinating and communicating/marketing Community for Peace and Restorative Services (CPRS) activities and events.
- Participate in developing materials for workshops, presentations, speaking engagements for OPRS.
- Participate in preparing for the President and Board Committee.
- Maintain ongoing relationships with CPRS members and program guests – acknowledge program participation and contributions; distribute thank you letters, promotional materials.
- Handle correspondence with CPRS supporters and funders.
- Attend and provide administrative and logistical support for CPRS meetings and gatherings (e.g., sending out notices, taking and distributing minutes, timekeeping, making room reservations, setting-up and breaking down events).
- Support the Director in managing and tracking schedules, appointments and calendar of events.
- Coordinate meetings and arrangements for CPRS guests and the Director’s participation in community affairs.
- Serve as primary coordinator with other campus offices (print shop, post office, IT, finance, operations, food services, library, fusion center, etc.) and vendors regarding



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needs for events and projects. This involves pricing and payment of all services, and maintaining the annual budget, tracking income and activity projects for OPRS.

- Reconcile and submit expense reports.
- Manage materials and files of the Director's office as requested.
- Order and maintain supplies for the Director and ensures delivery of office mail.
- Attend OPRS sponsored events as well as attend other events as Spalding representative as needed. This may include evenings and some weekend attendance.
- Act as point of contact for students, faculty, staff, and broader community to handle requests and queries which may involve OPRS affairs.
- Participate in training and overseeing the work of work study students.
- Other duties as assigned.

**SKILLS AND EDUCATION REQUIREMENTS**

- Bachelor's degree and/or equivalent relevant work experience as an administrative assistant.
- 3-5 years of experience in higher education; and coordinating programs, publicity, and public relations is strongly preferred.
- Proven ability to proficiently and effectively use Word, PowerPoint, and Excel.
- Strong organizational and problem solving skills.
- Must be able to prioritize multiple demands and analyze information with minimal direct supervision.
- Excellent research, interpersonal, oral and written communication skills, including legible penmanship, and attention to detail are required to succeed in this position.

**INTERRELATIONS**

- Daily contact with administration, faculty, staff and students.
- Regular contact with the general public.
- Must be able to effectively and professionally interact with diverse populations of students, faculty, staff, executives and supporters.

**CONTACT:**

To apply, please electronically submit your resume along with a letter of interest to:

Yolanda Peterson

Human Resources Coordinator

[ypeterson@spalding.edu](mailto:ypeterson@spalding.edu)



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## ABOUT SPALDING UNIVERSITY:

Nestled in the midst of Kentucky's largest city, historic Spalding University combines a rich history and a commitment to community service as we attract students who desire a high quality education in a very personalized setting. An engaged faculty serves nearly 2500 students at the bachelors', masters and doctoral levels, providing quality, real-world learning in liberal and professional studies.

Faculty, staff and students are united by the institutional mission:

***Spalding University is a diverse community of learners dedicated to meeting the needs of the times in the tradition of the Sisters of Charity of Nazareth through quality undergraduate and graduate liberal and professional studies, grounded in spiritual values, with emphasis on service and the promotion of peace and justice.***

With a focus on community service and leadership, Spalding offers all students a mission-driven connection to community and comprehensive learning resources while striking a distinctive balance serving the educational needs of both the traditional student and the working adult. In addition, our unique 6-week session delivery format affords students needed scheduling flexibility amidst other life responsibilities.

Spalding University is an Equal Employment Opportunity/Affirmative Action employer. The University complies with all federal, state and local equal employment opportunity laws. It is the University's policy not to discriminate against any individual or group of individuals and to provide equal employment opportunity to all qualified persons regardless of race, color, national origin, age, disability, religion, sex, pregnancy, sexual orientation, gender identity, marital status, military status, veteran status or other protected status. All job offers are contingent upon successful completion of a pre-employment drug screening as well as a criminal background check.

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<sup>i</sup> The OPRS "Provides ongoing meaningful and creative shared experiences which facilitate individual and collective journeys towards common ground." These experiences challenge fears and ideologies which may be divisive; support spiritual renewal and personal development; and enhance understanding, unity, and collaboration among Spalding's diverse community of learners endeavoring to "meet the needs of the times" within and beyond the university community.