



What do You want out of life?

Position

Administrative Assistant, Academic Support Services

Job Summary

The administrative assistant provides general clerical and reception services for the Academic Support Office, which includes Academic Advising, Career Development, and FLEX, and provides additional support to other Academic Support areas including the Library.

Duties and Responsibilities

- Serve as receptionist for the Academic Support office and assist all visitors and callers in connecting with campus resources
- Maintain staff calendars and assist with appointment scheduling
- Provide clerical assistance for the functions of Academic Support
- Order office supplies and maintain inventory
- Process/manage incoming and outgoing mail
- Prepare general correspondence, marketing materials, and confidential materials
- Supervise undergraduate and graduate student workers
- Ensure the security of student records and files in conformity with policies of the University
- Assist in the management of databases and compilation of data for reporting
- Assist with a variety of campus events including career expo, new student orientations, and other activities.
- Other duties as assigned

Educational and Skill Requirements

- Education: Two years of college or equivalent post high school office/business courses preferred
- Experience: Minimum of five years in office management or administrative assisting. Experience as administrative assistant to director in higher education preferred.
- Strong computer skills with emphasis on spreadsheet and database programs.
- Demonstrated experience in working with people from diverse backgrounds.
- Demonstrated ability to function as an effective team player, establish goals, develop plans, make decisions and follow through with directions to meet established outcomes and actively support the overall goals of the Academic Support and the University.
- Excellent written and interpersonal communication skills required. Ability to read, write and converse clearly in English required. Fluency in Spanish or Arabic language desired.
- Strong organizational and multitasking skills are essential.
- Ability to display tact and diplomacy in all interactions and recognize the value of customer satisfaction. Willingness to cooperate to solve problems, seek solutions, and promote a positive environment as well as maintain confidentiality.
- Ability to adapt to a wide variety of staff, faculty, and students in an academic setting in day-to-day activities as well as periods of heavy workloads.

- Excellent interpersonal skills and ability to maintain courteous and professional behavior in interacting with faculty, staff, students, university personnel, and public.

CONTACT:

Please submit electronically your resume and cover letter to:

Yolanda Peterson

Human Resources Coordinator

ypeterson@spalding.edu

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.