



## **Administrative Assistant – Program in Studio Art** **Job Posting**

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Reports directly to the Chair of Studio Art. Provides administrative support to the Chair of the Program.
- Provides support to the faculty of the Program in Studio Art.
- Contributes to team by working effectively with individuals of diverse backgrounds.
- Greets visitors to the program office, ascertains nature of business, and conducts visitors to appropriate person in the University.
- Answers telephone, opens and routes routine and confidential incoming mail and prepares outgoing mail and routes accordingly.
- Orders office supplies and processes payment of office supplies.
- Maintains and is responsible for proper functioning of office equipment and contacts technical support when needed.
- Composes, types, files and proofreads routine correspondence, and reports.
- Makes arrangements and all preparations for meetings and special events, including assisting with internal and external promotional activity.
- Assists and maintains departmental budgets double-checking for accuracy.
- Initiates and processes check requests, expense reports and purchase orders.
- Supervises and coordinates schedules of work-study students if needed.
- Investigates and resolves students' issues with registration and advising.
- Inputs all courses and reviews student records via Datatel.
- Tracks current student records and progress in Datatel, Clearinghouse, and Masterlist reports.
- Prepares faculty contracts for both adjuncts and overloads.
- Completes and submits required textbook adoption forms to bookstore and maintains files. Orders desk copies for faculty.
- Assists with all Program graduation procedures. Orders and arranges purchase of awards, communicates with recipients, and prepares brochures for the School ceremony.
- Assists with and maintains databases (such as Alumni database and current student database) as assigned.
- Other duties assigned by the Chair.

### **Position Qualifications:**

1. Education: College degree preferred; two years of college or equivalent post high school office/business courses considered.
2. Experience: Minimum of five (5) year's administrative responsibilities, two (2) of which were in executive or administrative assistant role. Experience as administrative assistant to manager/executive in business and/or higher education preferred.



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### **General Qualifications:**

1. Demonstrates ability to function as an effective team member, to establish goals, develop plans, make decisions and follow through with directions to meet established outcomes. Function also as a collaborative team member and actively support the overall goals of the School of Studio Art. Must have excellent written and interpersonal communications skills. To read, write and converse clearly in English is required.
2. Organizational skills and ability to successfully prioritize multiple task responsibilities must be highly developed. Routinely edits own and others' work to ensure correct and professional level documents are disseminated. Must be very detailed oriented.
3. Displays tact and diplomacy in all interactions and recognizes the value of customer satisfaction. Cooperates to solve problems, seek solutions, and promote a positive environment. Maintains direct confidentiality.
4. Able 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.
5. Ability to use various databases and various monitoring systems to compile reports. Proficient in the use of Office 2013, particularly Word and Excel. Must be comfortable with learning new technologies in general and comfortable with the use of social media and digital marketing tools such as LinkedIn, Facebook, and email marketing tools.
6. Excellent interpersonal skills; maintain courteous and professional behavior in interacting with faculty, staff, students, university personnel, and public.

### **Physical Qualifications:**

1. Manual Dexterity – manipulate and correctly use office equipment related to position including telephone, writing tasks, computers and copier.
2. Auditory – comprehend normal conversations by phone or in person.
3. Visual – use of all office equipment and read documents.
4. Body Mobility – able to push/pull, lift and carry objects up to 25 pounds unassisted, ability to bend and twist occasionally, sit for prolonged periods. Ability to work at a fast pace.

### **CONTACT**

Please electronically submit your cover letter and resume to:

Yolanda Peterson

Human Resources Coordinator

Spalding University

[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.