



Administrative Assistant School of Business Job Posting

Spalding University is seeking a responsible Administrative Assistant to directly support the School of Business and reports to the Chair of the School. 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 the School of Business. Specific responsibilities would include but are not limited to: serving as the main point of contact to all current and prospective students, other departments, and members of the community, coordinating and organizing events and meetings, maintaining student files and databases, assisting with MSBC application process, ordering textbooks, assisting with course and budget planning, posting on the School of Business social media accounts, performing research and,, any other day-to-day office tasks as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Reports directly to the Chair of the School of Business. Provides administrative support to the Chair of the School and to the Master of Science in Business Communication (MSBC) Director.
- Provides support to the faculty of the School of Business.
- Contributes to team by working effectively with individuals of diverse backgrounds.
- Greets visitors to the school office and conducts visitors to appropriate person in the University.
- Answers telephone, opens and routes incoming mail and prepares outgoing mail.
- Orders office supplies and processes payment of office supplies.
- Responsible for proper functioning of office equipment and provides technical support.
- Composes, types, files and proofreads routine correspondence, and reports.
- Updates and maintains promotional materials to be used for individual prospects or marketing events.
- Makes arrangements and all preparations for meetings and special events, including assisting with internal and external promotional activity.
- Assists with departmental budgets.
- Organizes and prepares for Advisory Board Meetings.
- Takes and prepares minutes for all necessary meetings.
- Initiates and processes check requests, and expense reports.
- Supervises and coordinates schedules of graduate assistants.
- Investigates and resolves students' issues with registration and advising.
- Explains MSBC program to inquiries, sends the appropriate promotional materials and maintains a database of inquiries outside of Recruit.
- Uses Recruit to collect and organize admission files from MSBC applicants.
- Maintains advisee files and databases.
- Uses Datatel to access student records, grades, rosters, and input course information.
- Tracks current student records and progress in Datatel and Masterlist.
- Uses Paycom to prepare faculty contracts for both adjuncts and overloads.
- Completes and submits required textbook adoption forms to bookstore and maintains booklist.



Administrative Assistant School of Business Job Posting

- Assists with all School graduation procedures. Orders and arranges purchase of awards, communicates with recipients, and prepares brochures for the School ceremony.
- Assists with and maintains databases (e.g., Alumni database - LinkedIn, current student database).
- Weekly postings to social media on behalf of the School of Business.
- Other duties assigned by the Chair and/or MSBC Director.

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.

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 Business. 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, particularly Word, Excel and Publisher. 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, Google+ and email marketing tools.
6. Excellent interpersonal skills; maintain courteous and professional behavior in interacting with faculty, staff, students, university personnel, and public.



Administrative Assistant School of Business Job Posting

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.

Please submit electronically your cover letter and resume to:

Yolanda Peterson

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.