

## **Job Description**

### **Position: Administrative Assistant to Director of Residential Life**

#### **Job Overview:**

Reports to the Director of Residential Life and provides administrative and clerical support for the Offices of Residential and Student Life. Strong communication skills (both oral and written) are very important since the Assistant will routinely interact with students, parents, and other College personnel. The successful candidate must also have strong multi-tasking, computer, and organizational skills and perform a variety of other duties related to the activities of the department, function or unit as required or assigned.

#### **Duties and Responsibilities**

- Provide administrative support to Director of Residential Life and Coordinator of Student Life as needed. Maintains on-going and daily operations of the office.
- Serve as receptionist and assist students and visitors when needed.
- Receive, screen, and route telephone calls, high volume email and other message traffic to ensure courteous and timely responses.
- Organize and coordinate communications and information; obtain, interpret and provide information to faculty, staff and others concerning office functions, policies and procedures; communicate with administrative units to assure compliance with time lines.
- Schedule, attend and participate in a variety of administrative and student disciplinary meetings when requested; prepare, distribute agendas and take notes.
- Perform special projects and prepare various forms and reports; monitor and control administrative details on special projects/matters as assigned.
- Compose correspondence on a variety of matters; compile and type various letters, reports and statistical data as directed.
- Coordinate designated aspects of Student and Faculty Housing, including tours, assignments, data entry, inventory, providing correct information to prospective and current students.
- Operate a variety of computer programs, such as Microsoft Word, Excel, Power Point, Outlook, Internet and other applications as required.
- Operate office equipment including facsimile, copiers, phone, voicemail and other workplace equipment used to conduct work.
- Work confidentially with discretion on sensitive and private information applicable to student, faculty and staff personnel.
- Provide work direction and oversee other clerical student worker personnel as assigned.

#### **Knowledge, Skills, and Abilities**

- Excellent interpersonal, verbal, and written communication skills.
- Strong computer skills including proficiency with word processing, spreadsheet, presentation, and desktop publishing software (MS Office preferred).

#### **Credentials and Experience**

An Associate Degree or a minimum of three (3) years of experience in a comparable position.

#### **Special Requirements**

Must be able to bend, stoop and lift up to 25 pounds.

*The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*