



Position Title: Administrative Assistant, Division of Business & Economic Development

Reports To: Chair, Division of Business & Economic Development

Department: Division of Business & Economic Development

Classification: Full-time, Salary Exempt, 12-months, Benefits Eligible

POSITION OVERVIEW

The Administrative Assistant will provide administrative support that will ensure efficient operation of the office. The successful candidate will support faculty, coordinators, and adjunct faculty through a variety of tasks as deemed necessary. Additionally, will provide customer-focused, quality support in a fast-paced environment.

DUTIES AND RESPONSIBILITIES

- Serves as the initial point of contact with students, faculty, and staff
- Maintain supplies Inventory, placing orders for supplies and equipment
- Maintain professional appearance at all times
- Handle sensitive Information confidentially
- Maintain and coordinate appointment calendar and schedule appointments (meetings, luncheons, dinner engagements, etc.)
- Provide routine schedule updates and briefs on subject matters prior to meetings as required
- Coordinate and confirm travel reservations and hotel accommodations
- Obtain and monitor a full range of office support services such as printing, maintenance, and supply services
- Direct visitors and callers from the campus community and the general public to the appropriate offices
- Screen calls and personally answers calls when the matter concerns routine and procedural requirements
- Control all Incoming correspondence and route appropriately
- Draft brief letters, email, and memorandums on behalf of Chair of the department
- Manage the flow of office Information/data
- Prepare presentation materials and correspondence
- Respond to donor, faculty, and staff Inquiries as needed
- Perform additional tasks assigned by the Chair

MINIMUM QUALIFICATIONS

- High school diploma, Bachelor's degree preferred
- 5 to 7 years Administrative Assistant experience

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of executive level administrative duties and clerical management
- Ability to compile and process computer data (database and spreadsheet formats) and to format/generate reports (i.e. Microsoft Office)
- Strong communication (written/verbal) and interpersonal skills
- Ability to manage multiple tasks in a timely manner
- Ability to utilize related automated systems and software
- Superior organizational, analytical, and planning skills
- Superior time management skills and the ability to prioritize work

WORKING CONDITIONS/PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line

- Cover Letter
- Resume
- Unofficial transcript of highest educational level completed
- 3 references including contact information

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

No Solicitations or Phone Calls Please