CAREER OPPORTUNITIES
NON-EXEMPT

POSITION: Academic Affairs Administrative Support II
DEPARTMENT: Dean's Office
DATE POSTED: 02/26/2016

Provide administrative support to Associate Dean. Provide office and administrative support to the Dean’s Office Suite, as needed.

Responsibilities:
- Maintain Associate Dean’s calendar, including scheduling appointments and arranging conference calls;
- Assist students by facilitating bar entrance processes and grade appeals;
- Triage all phone calls to and requests for appointments with Associate Dean – personally handle as many as possible for efficiency;
- Preliminary review of application amendments from students, request additional materials & files as needed, prepare first draft and final letter from Associate Dean and communicate resolution to student;
- Prepare correspondence as directed & compose first draft and final letters for signature;
- Gather necessary information and prepare adjunct faculty salary letters for Dean’s signature; mail contract packets to adjuncts, follow-up as needed on signed contracts, transcripts, other documents and maintain files/ update webpage;
- Coordinate adjunct information each semester with human resources and the business office;
- Assist in adjunct hiring process by fielding inquiries from new prospective adjuncts, providing application, previous syllabi, textbook information, and other support as needed;
- Contact potential adjuncts to gauge interest and set interview appointments;
- Manage files for students under Associate Dean of Academic Affairs;
- Assist with scheduling of classes by creating and maintaining necessary reports on faculty workload, courses, eve/weekend rotation and adjunct faculty. Assist with revising full time and adjunct faculty handbooks and annual revisions to each;
- Organize new faculty and adjunct training and other events and activities as assigned;
- Make travel and hotel arrangements for seminars and conferences;
- Prepare travel expense reports for reimbursement;
- Compile and maintain course syllabi retention and examinations for Office of Associate Dean;
- Assist with Multistate Strategies weekends;
- Assist with annual ABA questionnaire;
- Design, create and compile data reports as needed;
- Daily communication with students, department heads and faculty;
- Provide administrative support to Dean’s Suite by sharing in responsibilities for greeting visitors, answering phones and processing and delivering mail;
- Other duties as assigned.

Qualifications:
A.A./A.S. degree strongly preferred but equivalent combination of training, education and experience (especially in higher education) may substitute. At least 3 to 5 years of experience as an executive assistant or highly responsible administrative support role. Must have a high level of organization. Should possess strong written and verbal communication skills. Ability to make decisions and exercise sound judgment. Ability to work as a positive team player as well as independently. Excellent follow-through and attention to detail as well as multi-tasking and interpersonal skills. Must be a dependable, responsible contributor committed to excellence and success. Strong customer service skills and professionalism are a must. Maintains confidentiality. Ability to work flexible work schedule during busy office periods. Must have proficiency in Microsoft Office Suite (Outlook & Calendar, Word, Excel, PowerPoint, Access), WordPerfect. Banner preferred.

Please visit http://www.law.stetson.edu/jobs Click on How to Apply to complete the secure online application and upload your resume. You may also mail your cover letter/resume/application and salary requirements to Human Resources Office at 1401 61st Street S, Gulfport, FL 33707 or email to hr@law.stetson.edu

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