STUDENT SUCCESS
ADMINISTRATIVE ASSISTANT
Full-time: with benefits

OPENING DATE: July 10, 2013
CLOSING DATE: July 31, 2013

BASIC JOB DESCRIPTION: Under the supervision of the Assistant Provost for Student Success, provides support and data management functions for student success. Assists with the office management needs of Student Success, the Academic Success Center, and the Office for Community Engagement. Work involves the exercise of initiative, independent judgment, and discretion in various duties.

QUALIFICATIONS: Bachelor’s degree preferred, supplemented by work experience providing administrative support, data management and analysis, or an equivalent combination of training and experience. Additionally, the preferred candidate will have advanced skills in computer and technical skills. Candidate must be detail oriented, able to handle a variety of tasks simultaneously and proactively, and possess excellent written and oral communication skills. He/she must have the ability to establish and maintain effective working relationships with faculty, staff, students, parents, alumni and the public, and must demonstrate high standards in customer service and professional event planning and management. The preferred candidate will have demonstrated ability to balance and prioritize assignments, problem solve, and meet deadlines as a self-starter in a fast-paced work environment. The successful candidate will work as part of a team to ensure a positive, proactive, professional, efficient, and effective office environment.

ESSENTIAL JOB FUNCTIONS: Provides administrative support to the Assistant Provost for Student Success and CLaSS centralized office functions as needed, which includes, but not limited to, arranging meetings and appointments and assisting with written communication with multiple constituent groups; Provides data extraction, collection and analysis functions for student success processes including extensive work with MS excel, MS Access databases, Banner Student Information System, and Argos Enterprise Reporting (requires knowledge of SQL); Manages recurring descriptive, comparative and evaluative operations and reporting including retention, grade, and services usage reports; Manages and coordinates the student retention software (MAP-Works) including being the liaison to the MAP-Works company, training end-users (faculty, staff, and student leaders) on MAP-Works usage, running reports from MAP-Works, and assisting with MAP-Works data input; Manages the faculty alert process including collection of student contact and course information, outreach to students, maintenance of database, distribution of students for success coaching, and communication with faculty; Acts as the front line for the area of Student Success; Provides information regarding University and department policies, procedures, and practices; Responds to inquiries in person, by telephone, or by correspondence; Acts as a liaison to other campus resources; Manages and processes all budget-related material for the office of the Assistant Provost for Student Success, the Center for Community Engagement, and the Academic Success Center; Tracks and prepares financial data for the Assistant Provost and the other budgets under his/her management; Researches, assembles, prepares, composes, types, copies, and proofreads a wide range of materials including reports, correspondence, budgets and memoranda; Supervises Student Success student employees and provides oversight to their duties (including events management, print and social media); Creates contracts for speakers/guests to Stetson University and manages event planning and logistics coordination; Other duties as assigned.

WORKING CONDITIONS: Requires some physical effort, i.e., some standing and walking, frequent light lifting (5-10 lbs.); some carrying moderate weight (12-20 lbs.); and the operation of office equipment in which manipulative skills and eye-hand coordination are important ingredients of productive operations. Tasks may involve extended periods at a keyboard; perceptual demands for sound, form, texture and depth.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.