POSITION TITLE: Administrative Support I

JOB CLASS: Staff

SUPERVISOR: Administrative Support Coordinator

CLASSIFICATION: Full Time

LOCATION: DeLand School of Business

SUPERVISORY: No

DEPARTMENT: Administration Dean’s Office

POSITION OVERVIEW:
Works as part of the Administrative Assistant Pool of the School of Business Administration to provide an excellent level of service to the School’s faculty members and students. Work activities may be both generalized to the School of Business as well as more specific to an academic department or individual faculty, depending on projects and deliverables.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:
- Strong focus on problem-solving and issue resolution with an emphasis on quality service
- Ability to organize a large scope of work materials and easily retrieve and provide updates on various deliverables
- Ability to independently prioritize deliverables to ensure timely turnaround and deadline compliance
- Excellent written and oral communications skills
- Flexible approach to work assignments with a demonstrated high-level of learning agility and the ability to multi-task
- Experienced in Windows-based technology with specific use of Microsoft Word, Excel, PowerPoint, and Outlook.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:
- Perform specialized clerical and technical administrative tasks specific to an area of assignment or project
- Act as an administrative point of contact for multiple faculty members, routing and processing various administrative tasks with quality and efficiency
- Respond to various inquiries from faculty, students, and stakeholders in person, via phone, and through written correspondence
- Preparing and processing financial (check/purchase) requisitions in order to procure necessary memberships, subscriptions, supplies, and services.
- Utilizing current technology practices to prepare and edit a wide range of materials including, but not limited to, reports, correspondence, budgets, memos, and e-mails; maintains appropriate levels of confidentiality involved with same
- Able to book travel and organize travel itineraries; familiarity with web-based travel booking preferred
- Utilize Outlook calendar to arrange appointments/meetings
- Provides support for events and gatherings involving the faculty, staff, and guests of the School of Business Administration
POSITION TITLE: Administrative Support I

- Run campus and local errands; primarily within short walking distance
- Able to take and transcribe meeting minutes
- Performs other site and position specific functions as assigned.

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.

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