DUPONT-BALL LIBRARY
EXECUTIVE ASSISTANT TO THE DEAN /
ADMINISTRATIVE ASSISTANT TO THE
LIBRARY
Full-time: with benefits

Opening Date:

Closing Date: Until Filled

Internal Applicants Encouraged to Apply

BASIC JOB DESCRIPTION: Under the supervision of the Dean of the duPont-Ball Library & Learning Technologies, performs executive and administrative support duties in connection with the administration of the DeLand campus Library, accommodating approximately 30 librarians and library staff. The successful candidate will be responsible for relieving the Dean of routine operational and administrative details, some of which may be technologically complex. Work is performed with considerable independence within the scope of established policies and procedures. Work is reviewed through the Dean through conferences and written evaluations.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS: This position requires the ability to combine independent work and highly-developed organizational skills; the ability to complete short-term tasks efficiently and long-term tasks with persistence; exceptional written and verbal communication skills; ability to effectively multi-task; familiarity with standard office computer software and procedures; excellent judgment, creativity and imagination; and the ability to handle confidential information with sensitivity; must have strong interpersonal skills to facilitate effective work with a large and diverse faculty and staff who report to the Library, as well as with other University staff occupying offices in the library building. Required: Bachelor's degree; preferred: strong history of administrative assistance experience.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES: Provide access to the University community and the public by phone, e-mail and drop-in inquiries; assist the Dean with numerous administrative functions, including scheduling, fundraising and newsletter mailings. Supervise work study students, obtain and maintain information on student worker budget. Keep records of library donors; provide Dean with donor financial reports; prepare renewal mailings for Library Associates. Maintain conference room reservation pages and act as primary approver for conference room and 3D printer requests. Maintain basic supplies, handle upkeep on office machines. Track and prepare paperwork for faculty and staff travel and travel reimbursements; retrieve and sort daily mail delivery; assist with processing and onboarding of new faculty and staff hires; edit and create library website pages as needed; oversee bulletin board postings; plan and coordinate occasional events which occasionally include catering. Support programs administered by the Library; provide support for library faculty service including various committees and task forces; develop advertisements for special events; maintain interaction with other campus offices, and assist with special projects as assigned by the Dean.

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. This position must begin the work day when the library opens (8:00am) and may occasionally include hours outside the normal University schedule.

APPLICATION PROCEDURE: Please submit a letter of application, which addresses 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 Blvd., Unit 8327, DeLand, FL 32723. FAX: 386-822-7562 EMAIL: 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.