POSITION OVERVIEW:
Under supervision of the Executive Director, the administrative support will be responsible for coordinating both short and long-term projects related to the operations and enrichment of the Institute for Water and Environmental Resilience. Excellent interpersonal skills, strong organizational capabilities and flexibility will be key characteristics of the incumbent. The administrative support will coordinate day-to-day activities of the Institute and as such, this individual is responsible for relieving the Executive Director of routine operational and administrative details, as well as coordinating key initiatives such as grant management, event planning and social media promotion. Work involves the exercise of initiative, autonomy, and independence in various duties and extensive interface with multiple constituent groups.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:
The qualifications and skill requirements for this position include:

- Strong organizational skills to complete short-term tasks and support long-term planning;
- Strong interpersonal, communication, and problem-solving skills;
- Capacity to work with multiple constituencies (students, faculty, staff, Advisory Board members, community members, visitors) in support of the mission of the Institute;
- Ability to work effectively with confidential information;
- Ability to prepare written communications with little or no oversight;
- Bachelor’s degree or a minimum of five years of experience in a similar position.
- Strong skills in Microsoft Word, Excel, PowerPoint, and Outlook are required and knowledge of SCT Banner is desired;
- Experience with grant writing and administration is desired;
- Experience with event planning is desired;

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:
The essential job functions and responsibilities (please note that any physical requirements should be listed as a part of relevant essential functions, i.e. lifting requirements, equipment operations, etc.):

- Communications: Answers telephone calls, monitors incoming emails, and serves as a point of contact for visitors; serves as liaison to other departments, including the Dean’s Office, the Provost’s Office, Facilities Management, Housekeeping, etc.; assists in development and review
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- of publicity materials and office publications (web and print); works with Marketing to maintain the Institute’s website;
- Budget: Assists in the development of the Institute’s budget; tracks revenue and expenditures on a monthly basis; assists with faculty and student travel (registration, airfare, hotel, etc.) and reimbursement of approved expenses;
- Grants: Assists in the preparation of grant applications in collaboration with the Office of Grants, Sponsored Programs and Special Projects; manages grant expenditures; assists with reporting on grants management;
- Events planning: Assists in the planning of events through the Institute (workshops, speakers, symposia, etc.)
- Office management: Orders and maintains inventory of office supplies; supports invited guests; maintains Executive Director’s calendar.
- Performs other site and position specific functions as assigned.

ROUTINE DUTIES AND RESPONSIBILITIES:

Detail the routine daily tasks and responsibilities:

- Communications: Answers telephone calls, monitors incoming emails, and serves as a point of contact for visitors; serves as liaison to other departments, including the Dean’s Office, the Provost’s Office, Facilities Management, Housekeeping, etc.; assists in development and review of publicity materials and office publications (web and print); works with Marketing to maintain the Institute’s website;
- Budget: Assists in the development of the Institute’s budget; tracks revenue and expenditures on a monthly basis; assists with faculty and student travel (registration, airfare, hotel, etc.) and reimbursement of approved expenses;
- Grants: Assists in the preparation of grant applications in collaboration with the Office of Grants, Sponsored Programs and Special Projects; manages grant expenditures; assists with reporting on grants management;
- Events planning: Assists in the planning of events through the Institute (workshops, speakers, symposia, etc.)
- Office management: Orders and maintains inventory of office supplies; supports invited guests; maintains Executive Director’s calendar.

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 a 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
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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.