DEPARTMENT OF CONTINUING EDUCATION
ADMINISTRATIVE SUPPORT I
FULL TIME: Twelve-month position with full benefits.

BASIC JOB DESCRIPTION: Under the general supervision of the Director of Continuing Education, responsibilities will include general secretarial duties. Work involves independent judgment, and discretion in various duties. We seek an individual who is detail oriented, self-motivated, goal and task oriented, with highly effective interpersonal and communication skills and has the ability to thrive in a team environment.

QUALIFICATIONS: High school diploma, with at least two (2) years of administrative and secretarial experience; considerable initiative, ability to make decisions and handle routine tasks; secretarial skills, including ability to perform basic bookkeeping skills, as well as the ability to create and maintain spreadsheets and reports; the ability to handle incoming calls and deal with the public with little or no supervision; detail oriented and have excellent organizational skills; work extremely well under pressure and be able to prioritize deadlines. The successful candidate should possess average typing, proofreading, spelling, grammar, and interpersonal communication skills. Applicants for this position must be knowledgeable and skilled in all areas of Windows XP, Microsoft Office 2010 including Word, Excel, Publisher, basic Access and be able to manage multiple tasks.

ESSENTIAL JOB FUNCTIONS: Perform routine and administrative duties such as; answering telephones, perform standardized filing, record keeping, assistance is preparation of budget reports, maintaining database mailing lists, answering e-mail, general correspondence in person, by mail or telephone. Open and distribute in-coming mail, maintain adequate supplies and materials, maintain rooms schedule, collect money, make deposits, type purchase orders, provide support and assistance in planning and implementing Continuing Education events, and perform specialized secretarial and or clerical tasks specific to area of assignment.

WORKING CONDITIONS: Requires some physical effort (i.e., standing and walking, frequently light lifting (5-10 lbs.) and manual dexterity in the use of fingers or limbs in the operation of office equipment; extended periods of time at a keyboard, perceptual demands for sound, form, texture and depth; occasional hours outside the normal University schedule. Must have a vehicle and be willing to go on sight visits.

APPLICATION PROCEDURES: Please submit a letter of application which addresses the qualifications, a resume/vita, and the 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.