NATURAL SCIENCES
ADMINISTRATIVE SUPPORT I
Full-time: with benefits

BASIC JOB DESCRIPTION: Under general supervision of the Department Chairs, the administrative support person performs clerical and administrative duties related to the operations and enrichment of four academic departments (Biology, Chemistry, Physics, and Integrative Health Science). As such, this administrative support person is responsible for relieving the chairs of routine operational and administrative details. Work involves the exercise of initiative, independent judgment, discretion in various duties and extensive interface with multiple constituent groups. Furthermore, this administrative support person works collaboratively with a second administrative support person in the same office. Although the position supports the chairs of all four departments, review of the work will be coordinated by one of the chairs of the four departments as designated by the Dean.

QUALIFICATIONS: The position requires initiative and strong organizational skills to complete short term tasks efficiently and to support long term planning in a diverse and growing area of the university. Must have strong interpersonal, communication, and problem solving skills; the ability to multitask; and the capacity to work with a wide array of people (students, families, faculty, and other staff ) in support of the missions of the departments served. Must have the ability to work effectively with highly confidential information. Must be able to prepare written communications with little oversight. Strong skills in Microsoft Word, Excel, Powerpoint, and Outlook are required and knowledge of Banner is desired. A Bachelor’s degree is required, or a minimum of five years of experience in responsible administrative support or an equivalent combination of training and experience, preferably in a similar position, managing a busy office.

ESSENTIAL JOB FUNCTIONS: Performs administrative duties in the following areas:
Office management: Orders and maintains inventory of classroom and office supplies; receives and stores ordered lab materials; coordinates maintenance of facilities and office equipment; maintains faculty calendars; handles competing demands for resources, such as room reservations, among the four departments; maintains student records and files; prepares and submits students portfolios for the Health Professional Advisory Committee; supports invited guests and job candidates (e.g. itineraries, hotel bookings, and reservations). Performs other work as requested.
Communication: Answers telephone calls, 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, Admissions, Facilities Management, Public Safety, Warehouse, Housekeeping, and outside vendors; assists in development and review of publicity and recruiting materials and office publications (web or print); communicates with Marketing to maintain the departmental websites; contacts prospective students and plans/implements recruitment activities.
Budget: Assists in developing departmental budgets; maintains histories of expenditures on a monthly basis for planning; manages departmental and grant expenditures; submits purchase orders and check requisitions.
Supervisory responsibilities: Supervises work-study students (including tutoring); coordinates Natural Sciences picnic, Hatter Tracks fitness path, and other community-building activities.

WORKING CONDITIONS: Duties require some physical effort, i.e. some standing and walking, bending, light lifting; dexterity in the operation of office equipment; extended periods of time at a keyboard; ability to work hours outside the normal University schedule; perceptual demands for discrimination of sound and form.

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. Internal applicants encouraged to apply.

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.