BASIC JOB DESCRIPTION: Under the supervision of the Executive Assistant to the Provost and Vice President for Academic Affairs, duties include administrative support and reception, support and communication of University governance committees and processes, organization and processing of financial paperwork and data, and event and project planning and support. Work requires the exercise of considerable judgment, initiative and discretion based on knowledge of University policies and procedures. The Administrative Support professional will work collegially with an administrative team. The position demands strong organizational skills, tact, and creativity; technological skill and web experience; efficiency in handling problems; overseeing financial paperwork; handling several tasks simultaneously and sometimes unexpectedly; working in a fast-paced environment with poise and professionalism; and commitment to completing tasks efficiently and to the highest standards. The position supports the initiatives of the Associate Provost for Faculty Development and leads the planning of various Academic Affairs events.

QUALIFICATIONS: Bachelor’s degree preferred. Additionally, the preferred candidate will have advanced skills in Microsoft Excel and experience in Banner higher education software. Candidate must be detail oriented, able to handle a variety of tasks simultaneously and proactively, and possess excellent written and oral communication skills. He/she must have the ability to establish and maintain effective working relationships with faculty, staff, students, parents, alumni and the public, and must demonstrate high standards in customer service and professional event planning and management. The preferred candidate will have demonstrated ability to balance and prioritize assignments, problem solve, and meet deadlines as a self-starter in a fast-paced work environment. The successful candidate will work as part of a team to ensure a positive, proactive, professional, efficient, and effective office environment.

SPECIFIC JOB FUNCTIONS: Exercise the highest standard of confidentiality, integrity, and professionalism in all duties. Function as the initial and often primary contact for the Office of the Provost and Vice President for Academic Affairs, providing Academic Affairs constituencies with requested support or referring to other University resources, as appropriate, and in a professional, diplomatic, and efficient manner; As directed by the Executive Assistant to the Provost, process and track budget paperwork that moves through, and prepare budget paperwork originating in, the Office of the Provost and Vice President for Academic Affairs; Proactively initiate business process and workflow improvements; Post the academic calendar on the University WebEvent calendar. Work at the direction of the Director of Academic Administration in updating information on the office webpages; Handle general office duties at the direction of the Executive Assistant to the Provost and Vice President for Academic Affairs, including but not limited to handling telephone calls and e-mails, receiving and sending office mail/shipments, filing, managing inventory of supplies, and developing and managing office spreadsheets and databases; Keep official personnel files of faculty in accordance with SACS guidelines, under the director of the Executive Assistant to the Provost and Vice President for Academic Affairs. Governance Support and Communication: Assist with, track, record and publicize, as needed, the formation/revision of academic policies and other academic governance processes and actions; Maintain University governance committee records and associated tracking documents, including proactively maintaining a transparent database of governance processes, recommendations, and approvals; Support preparation and minute taking at University Faculty Meetings and other meetings, as assigned; Prepare and publish annual faculty information and resources, including new faculty biographical sketches, governance committee rosters, information for adjunct faculty, and other information as assigned; Work with the Director of Academic Administration to implement communication strategies for keeping faculty and staff apprised of and involved in academic planning processes and progress, celebration of academic accomplishments, and progress on key academic initiatives. Event and Project Planning and Support: Support the initiatives of the Associate Provost for Faculty Development (including annual faculty review processes; faculty grant, fellows, and sabbatical application processes; and faculty development programming); Support planning and preparation for Academic Affairs events (e.g., retreats, workshops, special meetings, etc.). Coordinate the academic components, with the University Special Events staff, of annual Academic Honors Convocation; Conduct and support special projects as requested by the Provost and Vice President for Academic Affairs, Associate Provost for Faculty Development, and Director of Academic Administration, as assigned through the Executive Assistant to the Provost and Vice President for Academic Affairs. Other duties as assigned.

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 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 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.