JOB DESCRIPTION

POSITION TITLE: Administrative Assistant II

SUPERVISOR: Rebecca Schoffman
LOCATION: Deland
DEPARTMENT: Boundless Learning

POSITION OVERVIEW:
Under the general supervision of the Assistant Director Boundless Learning, responsibilities will include: general administrative(secretarial duties, coordination of division marketing activities and positive interactions with internal and external customers. Work involves independent judgment and discretion. An individual who is creative, innovative, detail-oriented, self-motivated, goal and task oriented, with highly effective interpersonal and communication skills. Must be a team player who is dedicated to customer service excellence and cultivating a win-win environment.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:
The qualifications and skill requirements for this position include:
(May be narrative or bullet points)

- HS Diploma with some college, bachelor degree preferred
- Familiarity and experience with all aspects of product promotion, marketing and website development: Knowledge of html
- Excellent written and verbal communications skills: independent writing, proofreading and presentations to a variety of audiences
- Proficient in M/S Office Suite: familiar with Photoshop and InDesign or similar; and experience with a Social Media Content Management Program and Email Marking Software
- Team player with a positive attitude
- Ability to be creative using limited resources
- Demonstrated success in meeting deadlines in a multitask environment

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.):
(Add bullet points as needed)

- Routine office duties: phones, record keeping, prepare correspondence, maintain data bases, assistance in planning and implementing Boundless Learning events
- Light lifting/moving tables and chairs to set/reset training rooms
- Manual dexterity required for operation of office equipment including computers, projection equipment, copiers, etc.: Ability to troubleshoot classroom audio visual equipment
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- Occasional hours outside normal scheduled hours
- Use of personal vehicle for occasional travel to alternate locations/site visits
- Performs other site and position specific functions as assigned
- Collect money and make deposits
- Position staffs both DeLand and Celebration campus’s on an alternating schedule

ROUTINE DUTIES AND RESPONSIBILITIES:

Detail the routine daily tasks and responsibilities:
(Add bullet points as needed)

- Works on the Boundless Learning website to create and updated content as appropriate
- Creates and distributes brochures, flyers, digital content and other marketing materials
- Promotes events and conducts outreach to businesses and organizations to support Boundless Learning efforts
- Prepares marketing reports by collecting, analyzing and summarizing data
- Work with Boundless Learning Assistant Director to create and implement marketing and advertising campaigns by preparing marketing and advertising strategies, plans, and objectives.
- Updating the departments marketing calendars and plans.
- Implement and maintain Boundless Learning social media outreach.
- Research media and marketing coverage and industry trends.
- Ensure messages are supportive of and consistent with marketing strategies.
- Answering Phones and solving customer needs/requests

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.

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