POSITION TITLE: Administrative Support II

SUPERVISOR: Tandy Grubbs

CLASSIFICATION: Full Time

LOCATION: DeLand

DEPARTMENT: Natural Sciences

POSITION OVERVIEW: Under general supervision of the department chairs, the administrative support person performs clerical and administrative duties related to the operations and enrichment of five academic departments (Biology, Chemistry, Environmental Science and Studies, Integrative Health Science, and Physics). As such, this administrative support person is responsible for relieving the department chairs of routine operational and administrative details. This position is responsible for organizing the administrative work flow of the office including delegation of tasks performed to other administrative support. Work involves the exercise of initiative, autonomy, and independence in various duties and extensive interface with multiple constituent groups. Furthermore, this administrative support person works collaboratively with other administrative support staff in the same office. Although the position supports the chairs of all five departments, review of the work will be coordinated by one of the chairs as designated by the Dean.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS: The position requires initiative and strong organizational skills to complete short-term tasks efficiently and support long-term planning in five diverse and growing areas of the university. Must have strong interpersonal, communication, and problem-solving skills; the ability to multitask; and the capacity to work effectively 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 or no oversight. Strong skills in Microsoft Word, Excel, PowerPoint, and Outlook are required and knowledge of SCT Banner is desired. Must possess the ability to prepare budgets and track expenditures from multiple funding sources. A Bachelor's degree and a minimum of three years of experience in office management and responsible administrative support or an equivalent combination of training and experience, preferably in a similar position managing a busy office, is required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES: Under general supervision of the department chairs, the administrative support person performs clerical and administrative duties related to the operations and enrichment of five academic departments (Biology, Chemistry, Environmental Science and Studies, Integrative Health Science, and Physics). As such, this administrative support person is responsible for relieving the department chairs of routine operational and administrative details and demonstrating leadership in delegating these functions to other department staff. Work involves the exercise of initiative, autonomy, and independence in various duties and extensive interface with multiple constituent groups. Furthermore, this administrative support person works collaboratively with other administrative support staff in the same office. Although the position supports the chairs of all five
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Departments, review of the work will be coordinated by one of the chairs as designated by the Dean. Performs other site and position specific functions as assigned.

ROUTINE DUTIES AND RESPONSIBILITIES:

Office management: Delegates and assigns work from department chairs and department faculty to administrative support positions (Administrative Support II and part-time administrative support); orders and maintains inventory of classroom and office supplies; receives and stores ordered lab materials; maintains all classrooms, labs, and offices within the Sage Science Center in good working order (supplies, AV equipment, printers, copiers, and fax); manages competing demands for resources among the five departments, including classrooms for classes, university meetings, and student groups; maintains student records and files; supports invited guests; manages local and national faculty searches as needed (e.g. organizes and acknowledges application materials received, drafts interview schedules, and arranges for hotel and meals, etc.); and assists new faculty as they begin their appointments. Performs other work as requested.

Communications: Answers telephone calls, monitors incoming departmental emails, and serves as a point of contact for visitors; communicates effectively and efficiently with other department administrative staff to ensure the completion of tasks and the efficient interchange of information; serves as liaison to other departments, including the Dean's Office, the Provost's Office, Admissions, Facilities Management, Public Safety, Warehouse, Housekeeping, outside vendors, and others; assists in development and review of publicity and recruiting materials and office publications (web and print); works with Marketing to maintain the departmental websites; contacts prospective students and plans/implements recruitment activities.

Budget: Is responsible for the development and maintenance of five departmental budgets, an administrative budget, the Natural Science KRESGE budget, and various grant budgets; tracks expenditures on a monthly basis to ensure all departments remain within approved budgets and for planning purposes; manages departmental and grant expenditures, including those charged to two large endowment accounts; responsible for procurement of classroom, lab (including live specimens, chemicals, and medical supplies), and office supplies for a number of high-volume departments; assists with faculty travel (registration, airfare, hotel, etc.), and reimbursement of approved expenses.

Supervisory responsibilities: Supervises work-study students, including approving time; acts as lead employee to other department administrative support staff; coordinates annual Natural Sciences Picnic, major mixers, and other community-building activities.

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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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.