ADMINISTRATIVE SUPPORT I
DEPARTMENT OF NATURAL SCIENCES AND GILLESPIE MUSEUM
PART TIME: 25 hrs/week

Internal applicants encouraged to apply

BASIC JOB DESCRIPTION: Under general supervision of the Department Chairs and Museum Director, the administrative support person performs clerical and administrative duties related to the operations and enrichment of five academic departments (Biology, Chemistry, Physics, Integrative Health Science, Environmental Science and Studies) and the University’s earth science museum. As such, this administrative support person is responsible for relieving the chairs and director 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 two other support persons in the same office while in the Sage Science Center. Although the position supports the Chairs of all natural science departments and Museum Director, review of the work will be coordinated by one of the chairs 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 diverse and growing areas of the University. Must have strong interpersonal, communication, and problem-solving skills; the ability to multi-task; 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: Orders and maintains inventory of classroom and office supplies and museum supplies and shop inventory; coordinates maintenance of facilities and office equipment; assists in managing work study assignments, tutoring schedules and museum guide schedules; helps to prepare and submit student portfolios for the Health Professional Advisory Committee; and helps to support off-campus guests. 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 office publications (web or print); communicates with Marketing to maintain the departmental websites. Maintains histories of expenditures on a monthly basis for planning; assists in managing departmental and grant expenditures; submits purchases orders and check requisitions. Supervises work-study students (including tutoring) and museum guides. Performs other site- and position-specific functions 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 PROCEDURES: 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. EMAIL: humres@stetson.edu

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.