EXECUTIVE ASSISTANT TO THE DEAN
SCHOOL OF BUSINESS (SoBA) ADMINISTRATION
Full-time: with benefits

Opening Date: March 3, 2015
Closing Date: Until Filled

Internal applicants are encouraged to apply

BASIC JOB DESCRIPTION: Serve as the Executive Assistant to the Dean of the School of Business Administration and ensure the effective operation of the Dean’s Office. Provide administrative support to facilitate activities and tasks related to management of calendar and scheduling, preparation of correspondence, travel arrangements, budgets, student and faculty matters, and communication and coordination with other personnel on campus and external executive offices. Work involves the exercise of initiative, independent judgment, and discretion in various duties.

QUALIFICATIONS: The ideal candidate must possess a minimum of 3 to 5 years work experience as an administrative assistant or relative work practice. The successful candidate should be a dynamic individual with exceptional verbal and written communication skills as well as the ability to work independently. This position requires highly developed organizational and multi-tasking skills, the ability to learn the art of anticipating the Dean’s needs and requests prior to the need, and the ability to complete short-term tasks efficiently and long-term tasks with persistence; must have excellent judgment and the ability to handle confidential information with sensitivity; must have strong interpersonal skills to facilitate effective work with a large and diverse group of faculty and staff; must have the ability to develop and maintain effective working relationships with all the Dean’s Office constituents, including but not limited to: students, faculty, staff, university members, and external associates of the university, including members of advisory boards, supporters, and business associates. This position requires relative/equivalent work experience providing a high-level of support related to calendar, scheduling, budgets, project administration, and resource management; must have strong computer and technological skills, business software proficiencies, and the motivation to explore and learn new technologies.

ESSENTIAL JOB FUNCTIONS: Provides executive assistant support to the Dean of the School of Business Job responsibilities may include: Manage the Dean’s calendar and schedule to make certain that identified priorities are addressed in a timely fashion, helping to ensure that the use of the Dean’s time is focused on critical, strategic issues; screen and coordinate communications, draft correspondence for the Dean for signature, track and follow up on requests. Identifying those of importance which require attention; on behalf of the Dean, follow up with appropriate faculty and staff to ensure requests and correspondence are responded to on a timely basis; Provide support to the Dean related to faculty hiring, faculty FARs, and staff evaluations, such as preparing all university related forms and gathering all relative documents; ensure Dean is appropriately supported for trips: arrange travel, prepare itineraries, prepare and organize all background material in advance. Other duties as assigned.

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. 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.