

Position: Administrative Assistant  
Location: Allen University, Columbia, SC

Salary Range: 32,000 - 35,000.

Under the direction of the Vice President for Academic Affairs, the Administrative Assistant will provide secretarial and administrative support to all students, faculty, directors, and administrators who require services of the Vice President for Academic Affairs' Office.

**Responsibilities also include:**

- Types correspondence and schedules appointments for the Vice President for Academic Affairs.
- Answers telephone requests courteously and promptly.
- Schedules meetings for the Vice President for Academic Affairs with various internal and external committees.
- Assists the Vice President for Academic Affairs with materials and information regarding assessments, re-accreditation and other reports.
- Prepares certificates to students for Awards Ceremony bi-annually.
- Provides administrative, secretarial, and clerical assistance to the Vice President for Academic Affairs including monitoring deadlines and assuring timely follow-up on matters in the Office, extensive schedule coordination, and meeting and travel arrangements.
- Prepares PO's required for the Vice President for Academic Affairs.
- Drafts various letters and memoranda as instructed.
- Maintains faculty information with regard to tenure, promotion, leaves of absence, sabbaticals, and salaries. Generates reports for the Office of Academic Affairs and for other College offices as needed.
- Maintains confidential records and files of candidate's information and letters of recommendation.
- Prepares yearly contracts for full-time faculty members and department chairpersons. Under the Academic Dean's signature, distributes contracts, receives signed copies, and distributes appropriate copies to the Human Resources and Payroll Offices.
- Maintains an extensive in-office filing system, including confidential files for full-time and part-time faculty members, files relevant to all academic departments, constituent academic warehouse files. Responsible for storage of appropriate files. Responsible for overseeing the orderly transfer and disposal of outdated files in conjunction with other College departments. Responsible for storage of appropriate files. Responsible for overseeing the orderly transfer and disposal of outdated files in conjunction with other College departments.
- Provides administrative support for special projects originating in the Academic Affairs Office.
- Performs other related duties assigned by the Vice President for Academic Affairs.

**Qualifications:**

- Bachelor Degree
- Skill in organizing resources and establishing priorities.
- Knowledge of planning and scheduling techniques.
- Microsoft Word, Excel, Publisher, Outlook, Database management
- Records maintenance skills.
- Strong interpersonal and communication skills.
- Ability to create, compose, and edit written materials.
- Database management skills.
- Ability to coordinate and organize meetings and/or special events.
- 3+ years experience in a higher educational environment (preferred).

Submit a cover letter, resume, and names of three references.