



*Adrian College*

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<b>Position Title:</b>	<b>Administrative Assistant</b>
<b>Purpose of Position:</b>	Performs clerical/secretarial duties in support of several academic departments
<b>Classification:</b>	Administrative Assistant
<b>Education:</b>	High School Graduate; Associate's Degree preferred
<b>Supervision Received:</b>	General Supervision; reports to Vice President & Dean of Academic Affairs
<b>Supervision Exercised:</b>	May coordinate activities of student employees
<b>Work Schedule:</b>	Nine-month appointment, full-time; Monday – Friday, some evening and weekend work required
<b>FLSA Classification:</b>	Non-Exempt

**Example of Duties:**

This position involves frequent verbal, written and email correspondence with students and Adrian College faculty and staff. The successful candidate will:

- Perform administrative and office support activities for multiple supervisors including answering phones, making copies, greeting/directing students and visitors, filing/scanning documents, and responding to email inquiries
- Create correspondence, spreadsheets, prospective student letters, promotional materials, etc.
- Maintain inventory of office supplies and orders and complete and manage departmental purchase requisitions
- Schedule all performances, rehearsals, recitals, applied lessons, master classes, music juries, etc. and coordinate with Conferences Office and Plant Department as needed
- Schedule tuning and maintenance of 25 pianos and of organ as needed
- Coordinate with Adrian Symphony Orchestra and the Lenawee Community Chorus
- Assist with special events such as Welcome Week, Commencement, Sneak Peek Day, etc.
- Perform other duties as assigned

**Minimum requirements:**

- High School Diploma
- 2+ years' experience working in an administrative assistant role
- Proficiency in Microsoft Word, Excel, Publisher, Adobe Photoshop and email use
- Must be detail-oriented and have a demonstrated ability for accuracy in record keeping
- Ability to communicate effectively in person and over the phone in a high traffic environment maintaining a focus on providing excellent customer service
- Ability to multi-task and prioritize work, sometimes with frequent interruptions
- Must be able to perform duties within the normal bounds of an office environment including sitting for long periods of time.

**Desired Qualifications:**

- Associate's or Bachelor's degree preferred
- Experience working in higher education and in a small college setting preferred
- General knowledge of Adrian College academic policies and procedures
- Working knowledge of GoogleDocs and Blackbaud Software a plus
- Experience in Graphic Arts and design

**Interested individuals should submit a cover letter, resume & job application (found on the Adrian College website) to Academic Affairs, at [academicaffairs@adrian.edu](mailto:academicaffairs@adrian.edu).**

**Applications will be accepted and reviewed until the position is filled**

Adrian College is an Equal Employment Opportunity Employer. If offered a position, finalist must furnish proof of U.S. citizenship or proof of eligibility to work in the U.S. within three (3) days of commencing employment.

A private, co-educational college of liberal arts and sciences related to the United Methodist Church, Adrian College is a traditional four-year residential institution offering a focused undergraduate and graduate education. The College offers a multitude of majors and pre-professional programs including certifications, approximately 50 athletic teams and 10 institutes dedicated to a diverse and personalized approach to education. Adrian College features state-of-the-art facilities, small class sizes and an innovative approach to the academic and personal growth of its students.

U.S. News & World Report has recognized and ranked Adrian College as a ‘Best Regional Colleges for Undergraduate Teaching’ and ‘Most Innovative’. Adrian also received accolades as a “Best Value” school. The College landed on the list of Best Value schools in the Midwest region for the sixth consecutive year and has also been recognized as having ‘A Focus on Student Success’; a new section in college rankings. Adrian College is located in Southeast Michigan, about 45 minutes from Ann Arbor and Toledo.

