



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

Adrian College is an Equal Employment Opportunity Employer and women and minorities are encouraged to apply. 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.

Interested individuals should submit a cover letter and resume to Academic Affairs at academicaffairs@adrian.edu.