



Position Title:	Academic Program Administrative Assistant
Purpose of Position:	Serves as Administrative Assistant to the Academic programs of Athletic Training, Social Work, Institute for Education and the Institutional Review Board for Human Subject Use in Research
Classification:	Administrative Assistant
Education:	High School diploma; Bachelor's degree preferred
Supervision Received:	Reports to Vice President and Dean of Academic Affairs and/or Program Director as appropriate in the related Academic Departments
Work Schedule:	Full-time; Monday –Friday; some evening and weekend work may be required
FLSA Classification:	Non-exempt

Example of Duties:

This position involves frequent interactions with department heads, faculty, and various individuals over all levels of the College. The successful candidate will perform a full range of clerical duties including:

- Assist with compiling and processing accreditation documents, files, web content, and databases to ensure accreditation compliance
- Establish and maintain filing and record keeping system for division records (accreditation documents, student records, Institutional Review Board applications, etc)
- Perform specialized administrative tasks relating to operation of department and division, including governmental and accreditation report preparation
- Maintain program budget records and perform various reconciliations
- Assist with inventory, purchasing and scheduling of appropriate maintenance for compliance of laboratory/classroom spaces
- Maintain calendar of events for faculty including setting appointments and coordinating meetings
- Coordinate and organize various events for faculty, students, and staff relative to accredited programs
- Coordinate duties of student employees as appropriate
- Communicate with current students regarding academic status, progress, and probation
- Answer questions from prospective students and their families regarding academic programs
- Participate in college wide academic events as needed
- Other duties as assigned

Minimum requirements:

- Knowledge of and experience in the use of computers for the purpose of accounting/budgeting, word processing, graphic layout, and spreadsheets (Microsoft Windows and Microsoft Office including Word, Excel, and Access)
- Effectively communicate orally, both in person and over the telephone, and in writing
- High School diploma and sufficient appropriate experience
- Must be detail oriented and accurate, and have the ability to plan and organize multiple tasks simultaneously

The requirements listed above are representative of the knowledge, skill, and/or ability required.

Desired Qualifications:

- Minimum of 1 year of relevant experience
- Bachelor's degree

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, resume, and the contact information for three references to Francine Warner (fwarner@adrian.edu).