



Bethune Cookman University

Job Title: Administrative Assistant (2)

Sector: Academic Affairs

Department: Dean's Office (2)

Salary Range: _____

Grade: _____

JOB SUMMARY:

Provides a variety of complex administrative support to the Dean, working independently and exercising judgment, patience and strong initiative.

ESSENTIAL FUNCTIONS:

- Performs routing business and administrative tasks for the Dean. Will be responsible for the follow through and completion of critical assignments.
- Schedule and manage the Dean's time and appointments and calendar.
- Screen calls and mail, taking initiative to route when necessary.
- Perform secretarial/administrative duties in a professional manner, exercising confidentiality and discretion at all times. Complete general clerical duties.
- Operate computer on a daily basis, using word processing, spreadsheets, graphics, slides, charts, e-mail, scheduling and other applications software. Type and format presentations.
- Manage meetings, coordinate logistics, schedule, plan and follow-up.
- Maintain files.
- Process and maintain records of purchases, equipment, travel, reimbursements, and other budgetary information.
- Other assigned duties

EDUCATION and EXPERIENCE:

- Bachelor's degree and a minimum of two years prior experience as an administrative assistant; or
- Associate degree and four years experience; or
- Six years experience at the administrative assistant level.

REQUIREMENTS:

- Use effective time and project management skills to set priorities; independently maintain schedules and coordinate agendas.
- Coordinate and manage multiple projects.
- Excellent organizational skills.
- Ability to work independently and/or as a team member, providing general office support as backup when needed. Ability to work well under pressure.
- Good judgment and discretion. Self-motivated, professional and flexible.

- Excellent oral and written communications skills, communicating to a wide variety of audiences.
- Exceptional computer skills.
- Proficient use of standard office equipment.

ENVIRONMENTAL/PHYSICAL CONDITIONS:

- Working environment is a normal business office setting.
- Demands normal manual dexterity and visual and auditory acuity.
- Must be mobile throughout the campus.
- Typically, the incumbent may sit comfortably to do the work. However, there may be some walking, standing, bending, or carrying of light items.
- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.