



ADMINISTRATIVE ASSISTANT TO THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

POSITION SUMMARY:

The Administrative Assistant to the Vice President for Academic Affairs will support and provide assistance to the Vice President for Academic Affairs, the chief academic and student affairs officer at the college.

ESSENTIAL RESPONSIBILITIES:

- Perform a wide range of administrative duties to assist the vice president for Academic Affairs including: greeting visitors, performing daily office tasks, taking phone messages, preparing documents, reports, and correspondence, working with the data management system, and physical and electronic filing;
- Assist with copying, scanning as needed;
- Prepare contracts and official letters;
- Manage databases for faculty and student reports;
- Organize and coordinate meetings, complete and distribute minutes of meetings;
- Implement, update and maintain office systems;
- Assist in campus-wide events;
- Receive and prepare requisitions for processing;
- Communicate verbally and in writing to answer inquiries and provide information;
- Operate office equipment and manage office supplies;
- Perform other duties as assigned to meet the mission of the College.

ESSENTIAL QUALIFICATIONS:

- Minimum requirement of 2 years office experience preferably in an educational setting.
- Associates degree preferred in Business or related field.
- Ability to work independently and adhere to deadlines is required;
- Strong interpersonal skills, creative, and self-starter with a positive attitude required;
- Advanced knowledge of Word, PowerPoint, Excel, and Outlook is required.
- Excellent communication skills, both oral and written.
- Attention to detail, organizational and time management skills essential.

WORK ENVIRONMENT:

Professional office environment requires employee to consistently use manual dexterity in reaching, writing, typing, navigating around the office/workspace. This position requires fully functional wrist/hand movement on a daily basis. This position may include hours standing and walking, including up and down stairs, moving items of up to 25-pounds. Occasional evening and weekend hours may be needed to perform work associated with this position.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and

responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

TO APPLY:

Visit jobs.villa.edu to complete the online application. After you have completed the online application your information will be forwarded to the Search Committee for review and consideration. Qualified applicants will be contacted by the College.

Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion, creed, color, sex, sexual orientation or preference, national or ethnic origin, marital status, physical or mental disability, or any other protected classifications in admissions, employment, or any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.

VILLA MARIA COLLEGE INCLUSION STATEMENT

At Villa Maria College, we value diversity and respect for human dignity as foundations for our collective growth. We develop effective reciprocal relationships based on compassion, trust, and authenticity. To fulfill this purpose, we welcome all students and employees who contribute to the richness of our diversity. We work every day to ensure that all who join our inclusive community have what they need to realize their full potential.