

**POSITION POSTING**

November 15, 2021

POSITION TITLE:
DIVISION:**Administrative Assistant (Part-time)**
Enrollment Management**OCCUPATIONAL SUMMARY**

Reporting to the Executive Vice President for Enrollment Management, the Administrative Assistant is responsible for performing clerical duties and other assignments directed by the EVP. The Assistant is responsible for communications with guests and visitors who have scheduled meetings with the Executive Vice President. The position oversees and manages office procedures and other tasks assigned by the EVP.

This position functions with a high degree of confidentiality and integrity.

This position does not supervise others.

ESSENTIAL JOB FUNCTIONS

1. Facilitates administrative support functions within the designated division and corresponding departments.
2. Greets and directs visitors.
3. Maintains office calendar to coordinate workflow and meetings.
4. Maintains a high degree of confidentiality in all aspects of operations.
5. Answers telephone and transfers call to appropriate staff member.
6. Opens, sorts, and distributes incoming correspondence, including faxes and email.
7. Performs general clerical duties to include, but not limited to, copying, faxing, mailing and filing.
8. Files and retrieves organizational documents, records, and reports.
9. Performs and/or assists with special projects as assigned.
10. Assists with maintaining an inventory of office equipment and supplies for the Departments.
11. Advises the Executive Vice President promptly of any programmatic irregularities.
12. Assures the integrity of office data is in compliance with all applicable state and federal laws, rules, and regulations.
13. Prepares required reports for the Executive Vice President.
14. Develops relationships and maintains effective communications with diverse groups, internal and external, supporting the University's Mission.
15. Represents the institution at functions upon request.
16. Serves on administrative committees as assigned.
17. Performs other duties as required.

MINIMUM REQUIREMENTS

1. Associate's degree from an accredited College or University preferred.
2. Two years of related work experience in general office and administrative responsibilities and procedures; experience in an executive-support position preferred.
3. Knowledge of principles and practices of organization, planning, records management, and general office administration.
4. Excellent organizational and customer service skills.
5. Impeccable judgment and integrity.
6. Ability to manage confidential information.
7. Proficient in the use of standard office equipment, including but not limited to computers, telephone systems, calculators, copiers, and facsimile machines.
8. Excellent written and oral communication skills; ability to follow instructions.
9. Ability to relate effectively with multiple constituencies.
10. Exceptional interpersonal and problem-solving skills.



POSITION POSTING

November 15, 2021

POSITION TITLE:
DIVISION:

Administrative Assistant (Part-time)
Enrollment Management

APPLICATION PROCESS

This position is part-time. Location-based in Indianapolis, Indiana

Interested persons may apply by submitting a resume and contact information to:

Martin University
Office of Human Resources
2186 N Sherman Drive
Indianapolis, IN 46218
Email: hresources@martin.edu
Facsimile: (317) 917-3393

This position is open until filled.