

Administrative Assistant II - College of Arts & Sciences
The University of St. Thomas

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Posted Feb. 1, 2019, expired Jun. 3, 2019

Job Title	Administrative Assistant II - College of Arts & Sciences
Department	
Institution	The University of St. Thomas St. Paul, Minnesota
Date Posted	Feb. 1, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
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Apply By Email

Job Description

Administrative Assistant II - College of Arts & Sciences

OVERVIEW

The University of St. Thomas invites qualified candidates to apply for an Administrative Assistant II position within the College of Arts & Sciences.

Inspired by Catholic intellectual tradition, the University of St. Thomas educates students to be morally responsible leaders who think critically, act wisely, and work skillfully to advance the common good. A successful candidate will possess a commitment to the ideals of this mission statement.

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JOIN OUR COMMUNITY

The University of St. Thomas offers a competitive and comprehensive benefits program, which includes:

Up to 100% tuition remission for employees, spouses, and dependents upon eligibility

A generous Employer retirement contribution of 9.4% of annual salary upon eligibility

Medical, dental, and vision options

Employer-paid disability, life, and AD&D benefits

JOB SUMMARY

The Administrative Assistant will provide support for the Economics (50%) and Sociology and Criminal Justice (50%) departments. The time allocation percentages noted above are averages, with flexibility during the course of the year. This position will be responsible for budget administration, scheduling, tracking and monitoring of departmental data, administrative support of student employees, among other tasks. Backup support for other administrative staff in the division is also expected.

This position is a 0.9 FTE position, which will be 40 hours/week during the academic year (Sept.-May) and 32 hours/week during the summer (June-Aug.).

ESSENTIAL FUNCTIONS

Administrative Duties

Responds to inquiries (phone calls, walk-ins, etc.).

Order and maintain supplies for classes, offices, research, and meetings.

Create documents for events (e.g. invitations, flyers, and email announcements)

Provides other program support such as distributing mail, facilitating textbook orders, preparing IDEA packets, and updating department and divisional directories (e.g., faculty and major and minor distribution lists).

Assist faculty reporting maintenance problems (e.g. printers and classroom) to proper unit

Gather information for department chairs as requested

Assist adjunct faculty, including but not limited to by helping with book orders, establishing email, and accessing Murphy and Canvas for classes

Read emails sent to the department accounts and forward to appropriate person

Assist with hiring process (e.g. schedule interviews, book hotels, coordinate meals, process documents)

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Provides backup support to other administrative staff as needed within the division.

Assist Graduate Program Director in the Sociology and Criminal Justice Dept. with planning and coordinating program events, specifically for the Policy trip in DC. (e.g. travel arrangements for DC trip, work with vendors to schedule meeting space in DC, arrange site visits in DC, and manage itinerary schedules)

Budget Administration

Manages the operating budgets for Economics and Sociology and Criminal Justice under the supervision of the chairs, which includes depositing money, account transfers, payments, tracking spending and creating financial reports. preparing payments for adjunct and overload contracts, direct and independent studies, etc.

Course and Room Scheduling

Request (before due date) the class schedule from the chair to enter into Banner for fall, spring, j-term and summer semesters.

Coordinates the assignments of rooms for ECON, SOCI, and CJUS courses. Verifies that schedules have been accurately posted on the web.

Maintenance of various databases and software

Maintains and tracks data in Canvas, Cognos, Murphy Online, Banner, Decision support, R25. 25 Live, and other university databases (e.g. faculty load, student enrollment, advising loads, faculty application materials when hiring)

Maintains web pages for both departments.

Maintain knowledge on current software for all databases as well as for web management (e.g., T4) and graphic design software for creating fliers (e.g., Canva).

Manage Department Offices

Screen and prioritize messages and contacts that come into the departments.

Assist students and faculty with inquiries and concerns. Respond to inquiries, phone calls walk-in, emails, etc. Respond to emergencies and unexpected events. Trouble-shoot events with faculty, staff and students on a daily basis.

Supervising Student Employment and Other Duties

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Provides administrative support to Economic and Sociology student employees. For example, approve timecards, track hours, request door access, and monitor the funding for student employment. Address other needs as needed that would allow the department to operate efficiently

QUALIFICATIONS

Minimum Qualifications

High School diploma or the equivalent
Two years of administrative support experience

Preferred Qualifications

Completion of some college level courses

HOW TO APPLY

On the University of St. Thomas Jobs page, follow the instructions to complete an online application which includes uploading a resume and copy/pasting a job specific cover letter.

In light of its commitment to create and maintain a safe learning and working environment, employment with the University of St. Thomas requires consent and successful completion of a background screening.

The University of St. Thomas, Minnesota Human Resources Department advertises the official job listing on its website at www.stthomas.edu/jobs.

The University of St. Thomas is an Equal Opportunity Employer

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact



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