

Administrative Assistant to the Dean, College of Arts &
Sciences
Embry-Riddle Aeronautical University

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Job Title Administrative Assistant to the Dean, College of Arts & Sciences

Department

Institution Embry-Riddle Aeronautical University
Daytona Beach, Florida

Date Posted Mar. 14, 2019

Application Open until filled

Deadline

Position Start Available immediately

Date

Job Categories Professional Staff

Academic Field(s) Administrative Support/Services

Job Website <https://embryriddle.taleo.net/careersection/002/jobdetail.ftl?job=190179>

Apply By Email

Job Description

Embry-Riddle Aeronautical University - Worldwide is seeking an Administrative Assistant for the College of Arts & Sciences located at Worldwide Headquarters in Daytona Beach, FL. Reporting directly to the Dean, this position primarily assists with College executive administrative functions. Primary responsibilities include providing support for strategic College-level initiatives, maintaining the Dean's calendar, planning meetings for the Dean, scheduling College-level conferences and meetings, communicating with internal/external College constituents, and providing clerical support. The successful candidate will have a demonstrated ability to work with interdisciplinary teams in support of strategic goals; ease in using PowerPoint, Excel, and Outlook; experience using Skype and web based applications; and, strong writing and editing skills. Essential attributes include the ability to manage multiple deadlines, collaborate well with team members, and work in both face-to-face and virtual environments.



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Contact Information

Please reference Academickeys in your cover letter when
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Contact

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