

**Admissions Administrative Assistant
Embry-Riddle Aeronautical University**

Direct Link: <https://www.AcademicKeys.com/r?job=122274>

Downloaded On: Aug. 19, 2019 7:36pm

Posted Apr. 17, 2019, expired Aug. 17, 2019

Job Title Admissions Administrative Assistant

Department

Institution Embry-Riddle Aeronautical University
Prescott, Arizona

Date Posted Apr. 17, 2019

Application Open until filled

Deadline

Position Start Available immediately

Date

Job Categories Classified Staff

Academic Field(s) Administrative Support/Services

Apply Online Here <https://embryriddle.taleo.net/careersection/002/jobdetail.ftl?job=190255>

Apply By Email

Job Description

Assist the Dean of Enrollment Management and the Director of Admissions by handling a variety of tasks simultaneously with minimum direction. Performs a wide range of clerical and administrative duties, independent decision making and action within prescribed guidelines. Manage and maintain graphic and programming files, image repository, font library and artwork. Maintain and keep organized the various documents, inventory, and shipments of documents and material associated with the Office of Enrollment Management

Composes correspondence; formats, types, proofreads, files copies and distributes a variety of documents and reports; processes incoming and outgoing mail; compiles data and maintains various databases and spreadsheets for the Dean of Enrollment Management and Director of Admissions. Handles and screens all incoming mail. (30%)

**Admissions Administrative Assistant
Embry-Riddle Aeronautical University**

Direct Link: <https://www.AcademicKeys.com/r?job=122274>

Downloaded On: Aug. 19, 2019 7:36pm

Posted Apr. 17, 2019, expired Aug. 17, 2019

Assists with budget, including creating and managing all procurements and purchase orders (25%)

Arranges meetings and facilities usage/manages schedules for Dean of Enrollment Management and Director of Admissions. Manage & coordinate Director and Dean's schedules as well as office meeting room & conference room (15%)

Supervision of Campus Visit Program, including direct supervision of up to 20 student employees. This includes the management of staffing levels for the campus visit schedule during the work week, weekends and holidays. Develop Programs, Interact with the campus community to assure coordination of visits. Prepare monthly reports/statistics of number of visitors (30%)

Other duties as assigned

Contact Information

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

Contact