

Engineering Administrative Assistant
Embry-Riddle Aeronautical University

Direct Link: <https://www.AcademicKeys.com/r?job=122727>

Downloaded On: Jul. 19, 2019 2:20am

Posted May 1, 2019, set to expire Aug. 31, 2019

Job Title Engineering Administrative Assistant

Department

Institution Embry-Riddle Aeronautical University
Prescott, Arizona

Date Posted May 1, 2019

Application Open until filled

Deadline

Position Start Available immediately

Date

Job Categories Classified Staff

Academic Field(s) Administrative Support/Services

Job Website <https://embryriddle.taleo.net/careersection/002/jobdetail.ftl?job=190295>

Apply By Email

Job Description

Provide high-level administrative support to the Dean of the College of Engineering, department chairs (3), faculty, adjuncts, staff, and students of the College

- Administrative support for the Dean and College - meeting arrangements, event planning & organization, project support, project ownership, travel arrangements, training on expense reports
- Budget management for the College and Departments – monthly reconciliation, monthly budget reporting and review with Dean & Department Chairs. Examination of annual budget and ongoing review of spending, annual allocation of funds, budget transfers and journal entry changes.
- Communication for the College and the Dean - notifications, follow-up, informational, etc. by phone, email, fax, and delivering messages
- Purchasing and record-keeping - purchase requisitions, credit card purchases, petty cash

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reimbursements, budget reports, budget reconciliation, credit card reconciliation

Qualifications:

High school (or GED) level ability in spelling, grammar, basic composition, and math. Formal diploma/certificate/degree program of 6-18 months after high school.

Preferred qualifications: Associate's degree or Bachelor's degree

Required skills, knowledge, abilities:

Ability to read and comprehend instructions, write information, and complete simple forms

Minimum of 5 years of administrative support experience with increasing levels of responsibilities;

Understanding of all office procedures including meeting planning, travel arrangements, budget reconciliation, filing, word processing, spreadsheets, powerpoint presentations;

Experience working for and supporting an executive;

Experience supporting teams;

Self-Directed.

Computer experience required: Microsoft Office (Word, Excel, Powerpoint, Outlook);

Experience with online procurement systems a plus

Contact Information

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

Contact