

Administrative Assistant for the Center for International  
Programs (CIPS)  
Embry-Riddle Aeronautical University

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**Job Title** Administrative Assistant for the Center for International Programs  
(CIPS)

**Department**

**Institution** Embry-Riddle Aeronautical University  
Prescott, Arizona

**Date Posted** May 22, 2019

**Application** Open until filled  
**Deadline**

**Position Start** July 1, 2019  
**Date**

**Job Categories** Classified Staff

**Academic Field(s)** Administrative Support/Services

**Job Website** <https://embryriddle.taleo.net/careersection/002/jobdetail.ftl?job=190345>

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**Job Description**

This position will assist the Director of Center for International Programs and Studies by handling a variety of tasks simultaneously with minimum direction.

This position will also assist with monitoring a variety of account expenditures; including procurement related expenses and assist with determining that expenditures are charged to the proper account codes. This person will assist CIPS staff with Terra Dotta data management

This position requires performance of a wide range of clerical and administrative duties, independent decision making and action within prescribed guidelines.

Maintain and keep organized the various documents, inventory, and shipments of documents and

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material associated with the operation of the CIPS office.

Provides reception duties and oversee front desk CIPS daily operation, supervise student employees, assign duties and triage front desk and office flow. (30%)

Provides data entry, assigns tasks, tracking and monitoring of front desk work for Terra Dotta to support CIPS functions. (25%)

Assists with budget, including creating and managing all procurements and purchase orders (20%)

Assist with CIPS programming, composes correspondence; formats, types, proofreads, electronically files copies and distributes a variety of documents and reports; processes incoming and outgoing mail; compiles data and maintains various databases and spreadsheets. Handles and screens all incoming mail. (15%)

Arranges meetings and facilities usage/manages schedules for Director of CIPS & coordinate schedules as well as office meeting/conference room and CIPS events.(10%)

#### Qualifications

High school diploma and 1-3 years of work related experience

Required skills, knowledge, abilities:

Analytical skills with an in depth knowledge of information systems and technical expertise with Microsoft operating systems, Access, Excel, PowerPoint, Word, Outlook/email, and Internet end-user applications.

#### Contact Information

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

#### Contact