

Office Coordinator - Centers for Student Success
Bryant University

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Posted Jun. 5, 2019, set to expire Oct. 5, 2019

Job Title	Office Coordinator - Centers for Student Success
Department	ACE-Acad. Ctr. for Excellence
Institution	Bryant University Smithfield, Rhode Island
Date Posted	Jun. 5, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Student Services Administrative Support/Services
Apply Online Here	http://employment.bryant.edu/postings/2128
Apply By Email	
Job Description	

This position is responsible to provide the full range of administrative and secretarial support necessary for the smooth operation of the Centers for Student Success.

The Centers for Student Success offer comprehensive services aimed at the success and retention of undergraduate students at Bryant University. The Office Coordinator reports to the Assistant Dean for Student Success, as do the Director of the Academic Center for Excellence, the Director of Global Education, the Director of Undergraduate Advising, the Assistant Director of Access Services, and the Assistant Director for Student Athlete Services.

The Office Coordinator supports the Assistant Dean for Student Success through providing the administrative, budgeting, scheduling and related logistical functions necessary to ensure the Centers' programs and services run smoothly and efficiently. As appropriate, the incumbent also collaborates with Directors and Assistant Directors on the completion of departmental projects, and assists in the



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execution and delivery of programs, services and events.

Contact Information

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

Contact

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