

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

Direct Link: <https://www.AcademicKeys.com/r?job=124157>

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Posted Jun. 6, 2019, expired Oct. 6, 2019

**Job Title** Administrative Assistant

**Department**

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

**Date Posted** Jun. 6, 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=190369>

**Apply By Email**

**Job Description**

Full time 30 hours per week position to perform administrative duties for the School of Business Director and Program Chairs, includes phone calls and messages, original correspondence preparation, record keeping, business travel arrangements (flight, lodging, vehicle rentals, conference registrations, cash advances and travel folders), expense reconciliation, event planning, venue securement, personnel record keeping, appointment calendar maintenance.

All administrative duties for the School of Business and their faculty as directed by the School of Business Director, includes budget preparation/submission; instructional and business supply ordering, business related travel arrangements (as per above description), and expense reconciliation, personnel record-keeping and other duties assigned by the Director for the School of Business.

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Will work closely with the School of Business Director to maintain all accreditation records. Will attend all School of Business meetings and record/decipher minutes per the accreditation guidelines.

Will support College of Arts and Sciences in purchasing for the STEM Building along with pre-award support in dealing with grants and other duties assigned by the Dean of College of Arts and Sciences.

**Qualifications**

High school diploma or equivalent. 3-5 years related experience.

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

Administrative experience plus progressively responsible office experience including: experience handling confidential matters; excellent interpersonal and communication skills; ability to prioritize work; advanced computer skills including Windows 2013, Windows NT, MS Word, MS Excel, email, Outlook Express, and other University systems as appropriate; and excellent telephone techniques and ability to relate easily to faculty, staff, students, University personnel, and the general public. Proactive and supportive attitude supporting the strategic goals of the Dean and the Director a must.

**Contact Information**

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

**Contact**