

Office Support Specialist (EXTENDED)
Northern Illinois University

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Posted Sep. 1, 2021, set to expire Jan. 1, 2022

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| Job Title | Office Support Specialist (EXTENDED) |
| Department | Schl of Intrdscplnry Hlth Prf |
| Institution | Northern Illinois University DeKalb, Illinois |
| Date Posted | Sep. 1, 2021 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Classified Staff |
| Academic Field(s) | Administrative Support/Services |
| Job Website | https://employment.niu.edu/postings/59087 |

Apply By Email

Job Description

The primary responsibility of this position is to provide administrative and secretarial support for the School of Interdisciplinary Health Professions (SIHP). Duties include a variety of office support functions designed to implement, maintain, and execute effective office procedures and workflow. Additionally this person interacts with students and prospective students seeking assistance in the SIHP. It is essential that this individual possess strong organizational skills, be able to comprehend, analyze, and solve problems as they occur, and adhere to many deadlines. This individual must also be able to work independently, maintain confidential information, and be able to manage a high level of contact with other NIU units, students, prospective students, and the public on the telephone and in person. This is a full-time 12-month position.

Contact Information

Please reference Academickeys in your cover letter when



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applying for or inquiring about this job announcement.

Contact

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