



ROBERTS

WESLEYAN UNIVERSITY
NORTHEASTERN SEMINARY

Job Description

Job Title: Administrative Assistant

Department: Academic Affairs Office

Reports to: Director of Academic Operations

Job Type: Part-Time, non-exempt (20 hours per week)

Salary Range: \$17.00/hr - \$19.00/hr

Job Summary

The Administrative Assistant supports the efficient daily operations of the Academic Affairs Office. This position provides administrative support to the Chief Academic Officer (CAO), Director of Academic Operations, and Academic Activities Coordinator. Serving as a primary point of contact for the office, the Administrative Assistant manages day-to-day administrative functions, fields calls, questions, and correspondence from both on- and off-campus. The role requires excellent communication skills and a high level of flexibility as priorities frequently shift. Strict confidentiality is essential, as the position involves handling sensitive information and data.

Key Responsibilities

I. Office Administration and Operational Support

- Serve as the primary point of contact for the Office of Academic Affairs, fielding in-person, phone, and email inquiries from faculty, staff, students, and external stakeholders, directing them to appropriate parties as needed.
- Manage daily office operations, including ordering supplies, maintaining inventory, sorting and distributing mail, and ensuring the professional presentation of the office suite.
- Assist with calendar management for the CAO, coordinating internal and external meetings, and reserving rooms and resources as needed.
- Maintain office records, documents, and files, including faculty contact lists, data spreadsheets, and coordinating updates to the Academic Affairs Intranet or website.
- Coordinate the Faculty-Student Lunch Pass Program, manage the Faculty Flower and Gift Fund, and assist with the Faculty Awards process.
- Write and update procedural documents for administrative tasks within the office.
- Provide initial communication and sensitive direction to students and parents regarding the Academic Grievance Policy, directing parties to appropriate forms and personnel.

II. Event and Meeting Coordination

- Assist in planning and logistics for major academic events such as Convocation, Commencement, Faculty Retreat, and New Faculty Orientation.
- Coordinate event-related logistics, including room reservations, facilities requests, media services, and catering.
- Prepare and distribute meeting minutes for committees, including the Commencement Planning Committee and Academic Support Staff meetings.

III. Communications and Correspondence

- Monitor and manage the main Academic Affairs email inbox, responding to routine inquiries and routing complex matters.
- Draft, format, and proofread high-level correspondence, reports, and internal communications on behalf of the CAO and other academic leaders.
- Process Field Trip requests and Athletic Dismissals, communicating approval status to faculty and relevant personnel.

IV. Financial and Budget Support

- Monitor office budgets, prepare monthly budget reports, and reconcile office credit card statements.
- Process check requests, cash advances, cash deposits, journal entries, and expense reports for office personnel.
- Assist in processing payments and maintaining financial records for general faculty and office-related expenses.

V. Special Projects and Flexible Support

- Provide flexible administrative support on various projects as directed by the CAO or Director of Academic Operations. This support may include processing specific faculty-related forms, assisting with general academic logistical tasks, and supporting other ad hoc institutional initiatives.

Required Qualifications

- A.A.S. degree in Office Technology/Secretarial Sciences or equivalent combination of education and experience. A Bachelor's degree is preferred.
- 2+ years of experience in an office management or administrative support role, preferably in a higher education setting.
- Strong organizational and multitasking abilities with excellent attention to detail and accuracy.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Suite applications.
- Strong written and verbal communication skills, with a demonstrated ability to maintain professional correspondence and discretion when managing confidential information.
- Ability to work both as a team player and independently in a dynamic environment with frequent interruptions.

Working Conditions

- Dynamic office environment with frequent interruptions and changing priorities.
- This position requires significant computer use.
- Must be able to maintain a high degree of accuracy and meet deadlines, often in a dynamic office environment with frequent interruptions.
- Minimal lifting (under 20 lbs.) is required occasionally.
- Occasional evening or weekend hours may be required for academic events or special projects.
- Errors in administrative tasks, communication, or handling confidential information can negatively impact the reputation of the Office of Academic Affairs and the University.