

VILLANOVA UNIVERSITY

Position Description

PART I: JOB INFORMATION

Position Title: Administrative Assistant II

Incumbent:

Reports To: Colleen Hinds

Department: Dean's Office, Liberal Arts and Sciences

Grade: G

Status: FT PT Exempt Nonexempt

Date Drafted: 2/15/2016

Date Approved: 2/15/2016

Approved By: Ray Duffy

PART II: POSITION SUMMARY: Provides high-level administrative and secretarial support to the Associate Deans, Finance Director, and the Director of Curriculum and Academic Outcomes in the College of Liberal Arts & Sciences. This position requires a high degree of professionalism and confidentiality. Interacts with all of the College of Liberal Arts and Science departments and programs, faculty, and staff.

Titles of Positions Supervised:

PART III: ESSENTIAL JOB FUNCTIONS (Basic/Critical Responsibilities/Duties)

% of Time

- 40% 1. Perform duties as the administrative liaison for the Center for Irish Studies:
- Coordinate events, event calendars, and biennial conferences, with Director, Assistant Director, Advancement, Departments, CLAS, and external stakeholders.
 - Manage social media, email and mailing lists, and webpage for the Center for Irish Studies (including child pages hosted by other offices).
 - Support recruitment with Director for the minor and study abroad programs, including updating printed materials for the Center for Irish Studies.
 - Assist visiting faculty with administrative tasks (FLTAs, Heimbold Chairs, visiting lecturers)
 - Respond to requests for information about the Center for Irish Studies.
- 40% 2. General office support:
- Act as Dean's suite front office administrator.

Facilitate bulk mailing process at various times in the academic year.

Maintain calendars and the scheduling of appointments for Associate Deans and Directors.

Assist and participate in event planning for the College.

Work in conjunction with other administrative staff members in the Dean's office in the greeting of visitors to the office as well as coordinating schedules to ensure front-desk / phone and voicemail coverage at all times.

Coordinate office supply ordering.

Maintain office equipment – order cartridges for copies, place maintenance requests for equipment, etc.

10% 3. Provide periodic administrative support to other CLAS Centers and College Committees:

Complete administrative tasks for the Center for Excellence in Enterprise Technology (CEET), the Center for Statistics Education (CSE), and the Villanova Center for Energy and Environmental Education (VCE3).

Serve as a part-time assistant for the Core Curriculum Committee, the Committee on Academic Programs, and other college-wide committees.

7% 4. Additional Administrative duties:

Manage the scheduling of Dean's Conference Room (Mendel 103).

Distribute mail within the Dean's suite; responsible for the checking of the general voicemail box for the Dean's suite.

Prepare Dean's office response to bereavement for A&S faculty, staff, and close relatives.

Act as a backup to other Dean's office administrative personnel on CLAS web pages.

PART IV: NONESSENTIAL JOB FUNCTIONS (Less Critical Duties etc.)

3% 1. Perform additional duties and assist with special projects as assigned.

100 %

PARTS III and IV COMBINED MUST EQUAL = 100%

PART V: POSITION SPECIFICATIONS

- 1) **Formal Education: (e.g., degree)**
High School diploma required; some college or business school preferred. Prior experience in higher education desired.

- 2) **Specific Job Knowledge: (e.g., knowledge of principles and procedures related to field and area)**
The candidate must have knowledge of office management and procedures. The candidate must be proficient in all standard computer applications and comfortable in utilizing other forms of technology. Demonstrated proficient ability with the MS Office suite of software applications, particularly Word and Excel is strongly preferred. Working knowledge of SCT Banner and Oracle Discoverer is also preferred.

- 3) **Minimum Work Experience: (type and number of years)**
The candidate must have relevant work experience in an administrative/operations role, with prior experience in an academic environment preferred.

- 4) **Work Skills: (e.g., written and verbal communication skills)**
This individual must have excellent organizational, planning, and interpersonal skills and be an exceptional team player. Must have a proven ability to consistently maintain an outstanding level of professionalism with all levels of University faculty and staff. Must have an in-depth understanding and effective use of confidentiality. Must have the ability to work independently in a fast-paced environment under general supervision. Attention to written and numerical detail required. The individual must have a deep commitment to the well-being of the college; must be an upbeat, energetic self-starter who enjoys collaboration with a wide variety of people and must have the ability to handle multiple projects with deadlines in a fast-paced environment.

- 5) **Equipment Knowledge:**
Standard office equipment

- 6) **Working Conditions/Environment: (conditions, if known, which may impact the incumbent working in this position)**
 - a.) **Tools, machinery and equipment used:**
 - b.) **Environmental conditions: (any unusual/adverse conditions such as exposure to chemicals, noise, illumination, air quality, weather exposure etc.)**
 - c.) **Physical requirements: (items such as lifting, pushing, pulling, standing or sitting for extended periods of time, manual dexterity, walking etc.)**

This position description outlines the general nature and level of work assigned to individuals who function in this job. This description is not exhaustive; other duties and responsibilities may be assigned. Staff employees are vital to the mission of the University. Accordingly, Villanova confidently expects that all employees will so comport themselves as to assure the continuance and enhancement of the University's high purpose, traditions and community ideals.
