

JOB DESCRIPTION

Job Title: Administrative Assistant

Department: Student Affairs

Reports to: Dean of Students

JOB SUMMARY

The Administrative Assistant for Student Affairs will be responsible for the day-to-day administrative functions and customer relations in the Student Affairs office. The Administrative Assistant will act as the initial contact for internal and external inquiries and visitors, will assist in carrying out the administrative responsibilities of the Student Services Office, and will refer inquiries to other areas or collaborate with other offices when appropriate.

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Essential Functions

- Act as first point of contact for visitors, email and phone inquiries for Student Services;
- Schedule and assist with meetings and/or event planning, including coordinating meeting logistics, including catering or other services as needed;
- Supervise student employees;
- Coordinate student communication for the Division of Student Affairs, including the Student News Digest (SND), student portal page, and Student Affairs webpages;
- Process expense reports for the Dean of Students and other Student Affairs employees;
- Develop and/or maintain an organized filing system for Student Services
- Make travel arrangements for the Dean of Students or others as directed, including air travel, overnight accommodations, car rental, obtaining visas, and creating itineraries
- Process incoming and outgoing mail for Student Services
- At the direction of the Dean of Students, handle confidential inquiries and correspondence while exercising judgment and discretion
- Excellent attendance and punctuality, collegial and diplomatic behavior at work, and work performance to the satisfaction of management are essential functions of the position.
- Perform other related tasks as assigned

Qualifications

- Bachelor's Degree required
- 2 years of progressive experience in administrative support
- Valid CA Driver's license and reliable form of transportation
- Experience working in higher education preferred, but not required

Knowledge, Skills, and Abilities

- Self-motivated to manage daily operations and completion of longer term departmental projects
- Attention to detail, strong analytical skills
- Strong planning, organization, and time management skills
- Ability to learn quickly
- Ability to provide excellent customer service
- Active listening and interpersonal skills
- Excellent oral and written communication skills
- Excellent computer skills in a Microsoft Windows environment and Google Suite, and willingness to learn other systems as necessary
- Work effectively in team situations
- Demonstrate integrity and ethical behavior

To apply, please send cover letter and resume to tshepard@paloalto.edu.