JOB DESCRIPTION

Job Title: Administrative Assistant

Department: Department of Psychology

Reports to: Office of Academic Affairs

JOB SUMMARY

The Administrative Assistant to the Department of Psychology will be responsible for day-to-day administrative functions in the Department of Psychology. The Administrative Assistant will act as a contact for faculty and students, will assist in carrying out the administrative responsibilities of the Chair and Associate Chair(s), and will refer inquiries to other areas or collaborate with other offices where appropriate.

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Essential Functions

- Schedule and assist with meetings and/or event planning, including developing and setting agendas; coordinate meeting logistics, including catering or other services as needed
- Process expense reports for Department of Psychology
- Develop and/or maintain an organized paper and electronic filing system for the Chairs
- Make travel arrangements for the Chair or Associate Chair(s) as directed, including air travel, overnight accommodations, car rental, obtaining visas, and creating itineraries
- At the direction of the Chairs, 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 and/or office management
- Valid CA Driver's license and reliable form of transportation

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 (i.e., Word, Excel) and Google Drive 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 cbelmodis@paloaltou.edu.