



# SHORTER COLLEGE JOB POSTING

**Company:** Shorter College

**Job Title:** Administrative Assistant

**Department:** Academic Affairs

**Status:** Non-Exempt

**Start Date:** Upon completion of Drug Test and Background Checks

**Location:** North Little Rock, AR

**Salary Expectations:** Commensurate with Experience and Education

**Work Schedule:** Full-Time

## **SUMMARY, ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Oversee and manage the administrative operations related to the Office of the Dean of Academic Affairs including, maintain a wide range of records for students, faculty, programs and activities; maintain calendars and schedules and coordinate functions in conjunction with contractual deadlines; carry out a variety of tasks related to committee work and regular activities of the department; respond to a wide range of requests from students, faculty, staff, administrators and other external sources. Perform and oversee functions related to faculty, including: calculate faculty workload and prepare overload contracts. Perform related duties as assigned.

**EDUCATION and/or EXPERIENCE:** A minimum of two years' experience providing administrative support preferably in an academic setting. Strong knowledge of Microsoft Office applications such as Word, PowerPoint and Excel. Able to communicate effectively orally and in writing. Excellent customer service skills. Ability to multi task and support multiple individuals. Strong organizational skills. Minimum of Bachelor's Degree, but Master's degree preferred.

**LANGUAGE SKILLS:** Ability to communicate orally and in writing.

**REASONING ABILITY:** Ability to organize and prioritize assignments.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Not Applicable

**PHYSICAL DEMANDS:** Not Applicable

**WORK ENVIRONMENT:** Office environment on a college campus. Flexible/Adaptable to constant change.

**REQUIRED TESTING:** Alcohol and Drug Test; Background Check

**HOW TO APPLY:** Applicants may submit a resume and cover letter to [humanresources@shortercollege.edu](mailto:humanresources@shortercollege.edu) or Mail to: 604 Locust Street, North Little Rock AR, 72214