



# SHORTER COLLEGE JOB POSTING

**Company:** Shorter College

**Job Title:** Administrative Assistant

**Department:** Health and Wellness Center

**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 Vine Street Health and Wellness Center including, greeting visitors and managing the intake process; maintain calendars and schedules and coordinate functions in conjunction with contractual deadlines; carry out a variety of tasks and reports related to the Arkansas Department of Health and other stakeholder agencies; input data into systems to track diagnostic results and other health related data. Perform related administrative duties as assigned.

**EDUCATION and/or EXPERIENCE:** A minimum of two years' experience providing administrative support preferably in a health and wellness 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 prioritize competing demands. Strong organizational skills.

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

**REASONING ABILITY:** Ability to organize and prioritize assignments. Able to work patiently with clientele and stay composed in adversarial situations.

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

**PHYSICAL DEMANDS:** Not Applicable

**WORK ENVIRONMENT:** Health and Wellness Center on a college campus.

**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