



SHORTER COLLEGE JOB POSTING

Company: Shorter College

Job Title: Administrative Assistant

Department: Second Chance Pell

Status: Non-Exempt

Start Date: Upon completion of Drug Test and Background Checks

Location: North Little Rock, AR

Salary Expectations: Commensurate with education and experience

Work Schedule: Full-Time

SUMMARY, ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide general administrative and clerical support including mailing, scanning, faxing and copying for the Managing Director
- Maintain electronic and hard copy filing system
- Open, sort and distribute incoming correspondence
- Perform data entry and scan documents
- Manage calendar for Managing Director
- Assist in resolving any administrative issues that occur at the Department of Corrections
- Run errands to post office and office supply store
- Respond to questions from those contacting our office regarding their inquiries and provide answers that have been given from your Managing Director
- Prepare and modify documents including correspondence, reports, drafts, memos and emails as needed
- Schedule and coordinate meetings, appointments and travel arrangements as assigned by Managing Director
- Maintain inventory of books and office supplies needed
- Manage the distribution of books, supplies and assignments to the SCP correction units
- Maintains confidentiality with all tasks

EDUCATION and/or EXPERIENCE: A minimum of a High School Diploma or equivalent is required; A Bachelor's degree is preferred. A minimum of 2 years' experience in administrative support is required.

LANGUAGE SKILLS: At least one year of responsible office/clerical experience or equivalent combination of education and experience. Proficiency in MS Word, MS Excel and MS Outlook a must. Excellent communication skills-written and verbal. Ability to prioritize projects and good research skills and attention to detail.

REASONING ABILITY: Ability to interact with a diverse population; experience. Ability to organize and prioritize assignments

CERTIFICATES, LICENSES, REGISTRATIONS: Not Applicable

PHYSICAL DEMANDS: Not Applicable

WORK ENVIRONMENT: Will work in a business office located 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 or Mail to: 604 Locust Street, North Little Rock AR, 72214