

Administrative Assistant

Brevard College seeks to recruit and retain a diverse workforce, and encourages qualified candidates across all group demographics to apply. Brevard College is an Affirmative Action, Equal Opportunity Employer.

Position Summary:

Brevard College seeks an Administrative Assistant for a full-time, non-exempt position, to provide comprehensive administrative, clerical, and secretarial support for the Divisions housed in McLarty-Goodson (MG). The successful candidate, reporting to the Division Chair of Social Science, with communication from the Chairs of the Humanities and Experiential Education divisions, will play a pivotal role in ensuring the efficient functioning of divisional activities. The start date for this position is August 1, 2024.

Qualifications:

Education, Experience, Training:

- Associate degree, high school diploma, GED, or equivalent experience in administrative support roles.
- Previous experience in administrative, clerical, or secretarial work preferred.

Knowledge, Skills, Abilities:

- Proficiency in MS Office Suite and Google Workspace.
- Strong interpersonal and communication skills for effective public relations.
- Exceptional organizational skills with a high degree of attention to detail.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Problem-solving skills with the ability to multitask and adapt to changing priorities.

Physical Requirements:

- Light work: occasional exertion of up to 20 lbs of force, involving stooping, kneeling, reaching, and repetitive motions.

Essential Functions:

- Greets and assists persons visiting or calling the divisions located within McLarty-Goodson, assists division chairs, and serves as a resource to faculty and students.
- Provides general office support including distribution of mail, ordering office supplies, copiers, overhead projectors, and printers.
- Support faculty classroom and office needs, assist with logistics of field trips and community events;
- Supports the registrar's office and MG divisions by entering class schedules each semester in J1 and by creating an MG schedule of individual classroom schedules.
- Manages division credit cards and prepares a monthly reconciliation report for Finance.
- Maintains budgetary expense reports for division chairs from information provided by the Finance Office as requested by division chairs. Processes all purchase requisitions, invoices and check requests. Maintains budgetary expense reports for each division
- Processes candidate applications for Faculty Search Committees.
- Assists in production of materials for Looking Glass Rock Writers' Conference, set-up of facilities used.
- Assists in the annual completion of state and federal reports for Teacher Education Program license.
- Assist faculty in oversight and maintenance of classrooms and classroom equipment, including placing work orders and providing status updates
- Proven knowledge of MS Office Suite, must be willing to stay current with new computer skills and programs
- Maintains an inventory of regularly needed classroom and office supplies. Analyzes pricing options from area vendors, makes purchases in accordance with division supply budgets.
- Assists with 5-year and annual program assessments.
- Other related duties as assigned.

Supervisory Responsibility:

Select and supervise work-study students assigned to the Division Office.

Authority/Accountability:

Reports to the Division Chair of Social Science and collaborates with division chairs to address divisional needs effectively.

Application Process:

Review of applications will begin immediately and will continue until the position is filled. Applicants should submit (1) a cover letter of application addressing interest in Brevard College and ability to meet qualifications and responsibilities of the position, (2) current resume, and (3) contact information for three professional references to: Dr. Laura Vance, Division Chair of Social Science Division, One Brevard College Drive, Brevard, NC 28712, vancell@brevard.edu.

In order to provide a safe and productive learning and living environment, Brevard College conducts background investigations on all final candidates being considered for employment.