

**ADMINISTRATIVE ASSISTANT I**

**CENTER FOR ECONOMIC AND SOCIAL JUSTICE**

**REPORT TO:** Executive Director, Center for Economic and Social Justice

**E CLASS:** PT 10-month (20 hours/week)

**EEO:** Administrative Support

**FLSA:**  NON-EXEMPT

**PURPOSE:**

Serves as a part-time administrative assistant to the Executive Director of the Center for Economic and Social Justice by providing or overseeing reception services, scheduling appointments, meetings, and travel, maintaining the Executive Director’s calendar, preparing and proofreading correspondence, reports, and other documents prepared by the Executive Director, organizing and maintaining paper and electronic filing systems, monitoring due dates for recurring academic calendar events for the Executive Director, initiating recurring administrative processes related to the academic calendar, coordinating projects, and assisting in the completion of reports and questionnaires by researching and gathering required information and preparing reports. This position will serve all units of the Center for Economic and Social Justice, especially the Miles College Women’s Business Center.

**PREFERRED QUALIFICATIONS:**

Minimum of an associate degree and two years of relevant experience. A bachelor's degree and at least three years of relevant experience are preferred.

**ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

* Provides administrative support to the Center by providing reception services, scheduling appointments, meetings, and travel, filing, researching files and records, and preparing and proofreading correspondence, reports, and other documents as requested.
* Helps the Center to achieve its mission by performing processes related to the work of the Center.
* Supports the work of the Center by purchasing equipment and supplies, maintaining an inventory of office supplies, and utilizing the appropriate process to pay for goods or services purchased by the Center.
* Helps to organize and conduct the Center’s events, as directed, by securing space, equipment, food, preparing invitations, announcements, agendas, brochures, and packets, purchasing awards, making travel arrangements and reservations, and assisting with the event as it occurs.
* Supports the administrative business functions of the Center by creating brochures and newsletters, maintaining, and updating the Center’s website and databases, preparing personnel action forms and position authorizations as directed, verifying and processing student and part-time employee time records, scheduling conference rooms, and maintaining the security of equipment, files, and records.
* Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
* Remains competent and current by attending professional development courses, software training classes, and courses and/or training sessions as directed by the supervisor or required by the College.
* Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
* Supports the Center by performing all other duties as assigned by the Executive Director.

**KNOWLEDGE, SKILLS & ABILITIES:**

Proficiency with MS Word, PowerPoint, Excel, and Outlook

Excellent diplomacy, customer service, and interpersonal skills

Strong planning and organizational skills, accompanied by strong attention to detail

**WORK ENVIRONMENT:**

The work environment consists of exposure to physical conditions typical of a normal office environment. Most of the job is performed while sitting, although the work may require occasional standing or walking and/or the lifting and carrying of small objects. This is a hybrid position at 20 hours/week, consisting of remote and/or in-person work that may vary week to week depending on the Center’s calendar of events.

**TRAVEL: NA**

*\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.*

**SPECIAL INSTRUCTIONS TO APPLICANTS:**

A criminal background check will be conducted. *No phone calls will be accepted.* **Interested applicants should submit a resume, cover letter, and application to mwilson@miles.edu.** Due to the large volume of inquiries, applicants will only receive a response if there is a match, at which point the applicant will be contacted for an interview.