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Administrative Assistant (Part-Time)

JOB DESCRIPTION

The Administrative Assistant for the Student Success Center will provide assistance to the Director of Student Success. Additionally, he or she will coordinate with and assist all departments within the Student Success Center, including Academic Success Coaching, Disability Services, Counseling Services, Health Services, Internships, and Career Services. The position is 25 hours per week and from August 1st through May 31st (10-Month).

ESSENTIAL RESPONSIBILITIES:

- Perform primary receptionist duties for the Student Success Center: answer phones, copy, pick up & deliver mail, fax, schedule advising, tutoring, and testing appointments, schedule appointments for Health Services, Counseling Services, Disability Services, and Internships when needed, respond to questions from students, staff, and faculty;
- Maintain confidentiality, assess student needs and direct to appropriate department within the Student Success Center;
- Perform light record-keeping, including, but not limited to, maintaining placement test scores, tutoring records, records for students with accommodations, and records of personnel expenditures;
- Proctor placement tests, tests for accommodated students, and makeup exams (note: this responsibility is shared with other staff);
- Provide reports and data to the Director of Student Success, Health Services, Counseling Services, Disability Services, and Internships as needed;
- Maintain the Tutors Pay Report for the Director of Student Success and report hours to Financial Aid for work study students;
- Provide assistance in drafting and mailing correspondence (such as letters to students in academic jeopardy and other official correspondence from the Director of Student Success);
- Provide support for workshop presentations and student outreach;
- Provide support at student orientation and other college events; and
- Assume additional responsibilities as assigned by the Director of Student Success.

ESSENTIAL QUALIFICATIONS:

- Minimum requirement of 2 years office experience required preferably in a college setting,
- Associates' degree required in Business or related field;
- Outstanding customer service skills;
- Ability to work independently and adhere to deadlines are required; strong interpersonal skills, creative, self-starter a must;
- Advanced knowledge of Word, PowerPoint, and Outlook are required;
- Excellent communication skills oral and written;
- Attention to detail and time management skills essential.

**APPLICATION MATERIALS**

Applicants should send cover letter and resume.

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PLEASE COMPLETE THE ON-LINE APPLICATION PROCESS FOUND AT:

<http://jobs.villa.edu>

When you have completed the on-line application process your information will be forwarded to the Search Committee for their review. The Search Committee will carefully review each resume and select the strongest candidates. Once the selection process is completed, qualified candidates will be contacted for an interview.

EOE

Internal Posting Deadline: Review will begin immediately and will continue until the position is filled.

External Posting Deadline: Review will begin immediately and will continue until the position is filled.