ADMINISTRATIVE ASSISTANT, ACADEMIC AFFAIRS

The University of Rio Grande/Rio Grande Community College is seeking an Administrative Assistant for the Division of Academic Affairs. This full-time support staff position is offered with a comprehensive benefit package including health insurance, retirement, life and disability insurance, paid leave, educational benefits, and all other benefits associated with a full-time employment.

POSITION SUMMARY:
Under direction, provides administrative assistance to the Provost and Vice President of Academic Affairs, plans, organizes, and implements office operations, procedures, records maintenance, and serves as secretary/receptionist; gathers information, compiles, types, and distributes agendas, minutes, and other materials; attends meetings and makes arrangements for Dean’s meetings, campus hearings, Research Committee meetings and special events; maintains fiscal records for Academic Affairs and other funds; audits departmental contracts and reports; and explains university policies and procedures to students, staff, and faculty; assists in handling student problems. With input, creates agenda for Academic Policy meetings, take and disseminate minutes for that meeting.

MINIMUM QUALIFICATIONS:
Bachelor’s degree; 3-5 years of working in an office management environment; or equivalent combination of education and experience; knowledge of modern office procedures and methods; strong knowledge and experience with computer and software applications (including Microsoft Office); and excellent oral and written communication skills required. Candidates must demonstrate an ability to work with a diverse population, establish priorities, and work independently in a fast-paced office environment.

APPLICATION INSTRUCTIONS:
Qualified applicants must send a cover letter (detailing their interest and qualifications), updated resume, and the names and contact information of at least three references to:

  Mr. Chris Nourse  
  Director of Human Resources  
  Email: HR@rio.edu  
  Fax: 740.245.5266

Position is open until filled. Background check required prior to hire. For additional information about Rio, please visit: www.rio.edu