Job Title: Administrative Assistant
Unit: MBA
Reports To: MBA Program Director
FLSA Status: Non-Exempt Part-time

Summary

The Part-time MBA Administrative Assistant, under direct supervision, coordinates, oversees, and/or performs a wide variety of administrative and program support activities for the MBA Program Director and for related, centralized activities. Serves as primary point of operational and administrative contact for internal and external constituencies, often on complex and confidential issues. Coordinates the provision of office and staff support services to the office, and oversees and/or participates in the coordination, supervision, and completion of special projects and events. May serve on a variety of committees in a support capacity.

Responsibilities

- Gathers, enters, and/or updates data to maintain departmental records and databases, as appropriate; establishes and maintains files and records for the office.
- Creates, composes, and edits technical and/or administrative correspondence and documentation; screens and evaluates incoming and outgoing correspondence and prepares responses as appropriate.
- Assists in the coordination, supervision, and completion of special projects as appropriate.
- Enhances professional growth and development through participation in educational programs, current literature, in-service meetings, and workshops.
- Performs miscellaneous job-related duties as assigned.

Skills

- Intermediate experience using Microsoft Office software.
- Excellent written and oral communication skills.
- Well organized.
- Customer service skills.

Work Conditions

- Work is primarily indoors, but requires the incumbent to be in an outdoor environment when traveling between Henderson campus buildings, off campus, and to Roseman campuses and facilities located outside Henderson, NV.
- Performing duties and attending events during the evening and on the weekend occurs occasionally and is required.
- Traveling off-campus to a local, state, regional and/or national event, as well as travel to other Roseman campuses or facilities (e.g. South Jordan, UT) occurs occasionally and is required.
- Incumbent may be exposed to frequent noise caused by telephones, office machines, and nearby oral communications among University personnel and/or students.

Required Physical Abilities

- Ability to bend, stoop, reach, stand, and/or move from one area of the building to another on a regular basis, sit and use a computer for a long period of time,
- Manual and physical dexterity needed to operate a computer keyboard and handle paper documents,
- Sufficient near vision acuity to read information appearing on computer display screen, in handwritten forms, and printed on paper,
- Adequate hearing and verbal abilities to communicate effectively in person and by telephone,
- Ability to lift and carry a stack of forms and documents weighing up to 15 pounds.
I have read the above position description and have received a copy.

_______________________________       _________________
Employee Signature        Date