



HUMAN RESOURCES

GREAT JOBS, GREAT LIVES™

OFFICE ASSISTANT (PART-TIME)

CENTER FOR INNOVATIVE TEACHING (CIT)

POSITION REFERENCE NUMBER: 11048-136

GENERAL FUNCTION

This position performs administrative and secretarial functions and provides general office support to the Center for Innovative Teaching (CIT) under the general supervision of the Director of the CIT. The incumbent must be capable of working independently to determine and set priorities, resolve issues and organize multiple activities. Maturity, tact and diplomacy are critical to ensure positive and productive interactions with faculty, staff and administration.

RESPONSIBILITIES

1. Performs general administrative functions to support the CIT including: telephone coverage, distributing mail, arranging appointments/calendars, scheduling meetings, typing correspondence, invoice processing, and performing data entry.
2. Updates and manages the CIT website.
3. Takes notes/minutes at Operational and Advisory Board meetings and posts on the CIT website.
4. Maintains office records and related files.
5. Maintains and orders office supplies for the CIT.
6. Assists faculty, staff and presenters with design of presentation materials (i.e., slides, charts, graphs, flyers etc.).
7. Assists with video recording of CIT presentations, maintaining and organizing, and posting on the CIT website.
8. Arranges and attends meetings, conferences, workshops and other functions as requested.
9. Assists in program execution and performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. College degree preferred.
2. Minimum of three years of office/administrative experience, preferably in an educational setting.
3. Proficiency with Microsoft Office software packages (including Word, Excel and PowerPoint); willingness to develop additional computer skills, adjust to other updated technology and grow academically as needed; familiarity with Oracle software preferred.
4. Ability to prioritize multiple tasks without supervision; excellent problem solving skills.
5. Ability to appropriately handle sensitive and/or confidential information.
6. Attention to detail with excellent grammar, spelling and typing skills.
7. Strong communication, interpersonal skills, organizational and customer service skills.



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OTHER INFORMATION

Exemption Status: Non-Exempt

Post Date: August 30, 2017

HOW TO APPLY

Submit a letter of interest and an attached resume to jobs@rmu.edu. To ensure proper processing, applicants must use the following subject line format:

First Name Last Name – Position Reference Number

Example: Bob Morris - 123456

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