



## **Beacon of Light Scholars**

**Position Title:** Administrative Assistant/Data Specialist

**Salary** 25,000 (Salary split between both departments)

**Reports To:** Associate Dean of Academic Services and Director of Student Support Services

**Job Description:** This position serves as the first point of contact for potential Academic Success Center or SSS program participants while managing the office, coordinating, directing the work of part-time staff/students, scheduling advising appointments, and triaging current program needs as they arise. This position tracks the program budgets, maintains student records, and compiles data for Department of Education reporting needs.

### **Responsibilities:**

- Manages and provides lead administrative oversight for front desk functions, clerical support, customer service, and phone.
- Supervises student; responsibilities, post, interviews, hires, trains, and directs the work of student assistants.
- Create student help work schedule, ensuring adequate office coverage.
- Provides administrative support to ASC and SSS staff.
- Maintain specialized Blumen software and Microsoft Access to facilitate student contact and relevant information for submission of Annual Performance Reports.
- Develops all marketing and outreach materials to include fliers, posters, weekly newsletter, etc. to disseminate communication to SSS and ASC participants.

### **Qualifications:**

- Associate degree from an accredited college or university in a field closely related to area of assignment.
- Bachelors degree preferred.

### **Additional Information:**

Employment at Clinton College is contingent upon a background check that is satisfactory to the College. Failure to provide written authorization for a background check will nullify the offer of employment. Candidate must be fully vaccinated and boosted.

## **Application Instructions:**

**Applications should include a resume** preferably in PDF format, to [humanresources@clintoncollege.edu](mailto:humanresources@clintoncollege.edu). The subject line of the email should read "Administrative Assistant/Data Specialist." The process will continue until the position is filled.

*Clinton College provides equal access to employment opportunities for all applicants, regardless of race, color, creed, religion, national origin, gender, sexual orientation, gender identity, gender expression, genetic information, marital status, age, disability, or veteran status in compliance with all applicable laws, regulations, and policies.*