

## POSITION DESCRIPTION

### **Administrative Assistant, Wellness and Community Health Institute (WACH)**

**DEPARTMENT:** Community Development Corporations

**CLASSIFICATION:** Exempt – Full Time

**SALARY:** \$40,000-\$50,000

**SHIFT:** Monday – Friday, 8:30a.m. - 4:30pm, Additional hours as requested and/or needed

**SALARY:** Commensurate with education and experience.

**FUNCTION:** The administrative assistant will be responsible for performing, assisting with, and leading a broad array of office administration tasks and clerical duties in support of the WACH Institute and Director. This person must be exceedingly well organized, flexible, and enjoy the administrative challenges of supporting an office with diverse projects and priorities. The ability to interact with faculty, staff, and students in a fast-paced environment, sometimes under pressure, remaining flexible, proactive, resourceful, and efficient, with a high level of professionalism and confidentiality is crucial to this role.

**REPORT:** Director of WACH Institute

#### **MAJOR DUTIES/RESPONSIBILITIES:**

- Type, revise and combine materials such as correspondence, spreadsheets, meeting minutes, scientific or technical material, numerical data, and tabular information from rough draft, corrected copy or previous versions including word processing, slides and presentations and developing and producing reports.
- Prepares a variety of materials as requested and which may be sensitive, privileged, and highly confidential, either independently or as directed.
- Ensure deliverables are clear, concise, well organized, and accurate.
- Provide general office/administrative support including assistance with reception coverage, greeting employees and visitors, answering and directing phone calls, and miscellaneous task/projects as requested.
- May act as a back-up to administrative office staff in work overloads and their absence, as needed, or requested.
- Work under minimal supervision and meet compressed deadlines.
- Maintain a professional approach and commitment to being an engaged team member and an active participant of our employee-owned culture.
- Act with a true sense of urgency and personal responsibility for results.
- Ability to work independently and effectively with others as part of a collaborative team.
- Ability to work well with all levels of internal management and staff, as well as outside organizations.
- Possess and utilize a high level of organizational and prioritization skills.

- Track and follow up on various actions items to ensure schedules and due dates are met.
- Coordinate calendars to manage priorities and avoid conflicts.
- Make travel arrangements.
- Order office supplies.
- Develop and maintain file systems.
- Ability to track financial (and budget) information.
- Assist in the creation/implementation of processes to support the institution.
- Other responsibilities as assigned.

**MINIMUM QUALIFICATIONS:** The successful candidate must utilize problem-solving skills on a myriad of levels. It is vital for the person in this position to be able to assess the status quo and the desired final product, and then create an appropriate action plan. Advanced written and verbal communication skills, strong decision-making ability, and attention to detail are equally important.

**Education:** A Bachelor's degree in Business Administration or similar, and a financial background, education or recent work experience is required.

**Experience:** At least five years of work experience in a field related to the position is required.

**Skills:**

- Proficient in Microsoft software applications Word, PowerPoint, Outlook and Excel.
- Excellent written and verbal communication skills.
- Excellent organizational, time management, interpersonal, and administrative skills required.
- Reporting and presentation skills.
- Data analysis skills.
- Work experience as an AA minimum for 5 years.
- Comfortable with independent and remote work.
- Work under pressure efficiently.

**Knowledge/Skills/Abilities:**

- Bachelor's degree from an accredited college or university, with a minimum of five (5) years administrative and executive assistant experience required.
- Strong background in customer service, in person and by phone.
- Experience managing multiple calendars.
- Experience working in higher education and/or at an HBCU preferred.
- Ability to initiate and follow through with work responsibilities and to meet deadlines with a minimum of supervision.
- Experience booking travel.
- Provide a professional, helpful, welcoming atmosphere and a positive attitude for faculty, staff, students, families, and visitors.

**We are seeking candidates who bring innovative ideas to enhance the overall student experience at Clinton College. Ideal candidates will excel in a collaborative working environment and hold the skills to make decisions independently.**

**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 cover letter and resume and must be sent, preferably in PDF format, to [humanresources@clintoncollege.edu](mailto:humanresources@clintoncollege.edu). The subject line of the email should read "Administrative Assistant, Wellness and Community Health Institute". 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***