

Administrative Assistant in Libraries Administration – Req. 9883

Job Summary

Under the general direction of the Administrative Services Manager, the Administrative Assistant provides administrative and analytical support to the Associate Deans, Assistant Dean and other faculty in a wide variety of areas including: travel, special projects, correspondence, maintenance of the Associate Deans' and Assistant Deans' calendars and problem solving for the day-to-day operations of the Dean's Office. The incumbent will coordinate activities on the Associate Deans' and Assistant Deans' behalf. Provide general office communications, independently identify issues or problems within specific areas and research issues, prioritize tasks and work independently with a high degree of confidentiality and accuracy. This position will support the work of Purdue University Libraries and School of Information Studies (PULSIS) Administration (including, but not limited to, Associate Deans, Assistant Deans and Directors). The Administrative Assistant also acts as a receptionist, and is responsible for greeting guests, answering phones, routing calls and messages, and responding to general information emails.

Required:

- High School Diploma / GED
- Three years of experience providing administrative support
- Strong oral and written communication skills
- Excellent interpersonal skills with the ability to influence and build working relationships with a diverse group of constituents
- Ability to identify and determine problems, analyze information and implement solutions
- Capable of taking initiative, assuming responsibility and handling confidential information with discretion and sensitivity
- Ability to work independently and contribute to a team environment
- Skilled in providing excellent customer service to internal and external customers
- Knowledge of administrative and clerical procedures including the management of files and records
- Ability to proactively manage business processes and schedules for others
- Ability to exercise independent judgment in determining what needs to be done and devising a way to do it
- Proficient spreadsheet and database skills using Microsoft Word, Excel, PowerPoint, and Outlook with an emphasis in scheduling and email management
- Exceptional organizational skills with the ability to handle multiple tasks, work under pressure while paying attention to detail with interruptions and conflicting priorities
- Knowledge of business etiquette and efficient business process
- Skill in collaborating effectively with others
- Ability to function well independently or as part of a team
- Ability to problem-solve in a dynamic environment
- Skill in creating accurate, detailed reports
- Ability to effectively and realistically manage time and priorities
- Knowledge of website update procedures

Preferred:

- Academic experience
- Knowledge of University policies and procedures
- Working knowledge of Concur, Unitime Scheduling

Additional Information:

- Purdue will not sponsor employment authorization for this position
- A background check will be required for employment in this position
- FLSA: Non-Exempt (Eligible For Overtime)
- Retirement Eligibility: Non-exempt Defined Contribution Plan
- Purdue University is an EOE/AA employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply

Job Family

Administration

Job Sub Family

Administrative Operations

Employee Class

Support

Career Stream

Administrative and Operational Support 2

Pay Band S035

Link to Purdue University's compensation

guidelines: <https://www.purdue.edu/hr/mngcareer/compguidelines/staffpb.php>

Job Code # 20002330

Link to Career Path Maker: https://cpm.mendixcloud.com/?_ga=2.56634154.1642976899.1566391267-1652204999.1559663560