Requisition ID: 3157

Administrative Assistant

Job Summary

This position provides secretarial support to the Director of the University Copyright Office, and also provides support as needed to the Libraries Administration in a wide variety of areas including: travel, special projects, correspondence, maintenance of calendars, and problem solving of day-to-day operations. 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.

Required:

- High school diploma / GED
- Three years of administrative experience
- 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 MS 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:
- College degree
- Academic experience
- Knowledge of University policies and procedures
- Working knowledge of Concur, Unimage 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: PERF/Non-exempt Contribution Plan
- Purdue University is an EOE/AA employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply