

**Alverno College**  
**Non-Exempt Position Description**

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**Position Title:** DEMSN Administrative Assistant- Mesa Location      **Date:** April 2022

**Department:** School of Adult Learning and New Initiatives (SALNI)      **Status:** Full-time/12 months

**Reports To:** Director, DEMSN Arizona

Founded in 1887, Alverno College is a four-year, Catholic liberal arts college for undergraduate women sponsored by the School Sisters of St. Francis. The college also offers a robust array of graduate and degree completion programs for women and men. Student learning and personal and professional development are the central focus of everyone in the Alverno College community. As Wisconsin's first designated Hispanic-Serving Institution, Alverno enrolls a highly diverse student body of virtually every demographic and experience. It is an institution that has revered tradition and encouraged innovation for more than 130 years.

The College is seeking applicants for a DEMSN Administrative Assistant located in Mesa, AZ. Alverno College health, dental, vision, disability, and retirement plan enrollment is available to full time employees and eligible dependents. Tuition benefits are available for employees and qualified dependents.

**Primary Function:**      Provide administrative support to the DEMSN – Mesa Location by serving as a primary contact person, and managing all records and support processes in order to ensure efficient and smooth operation of the program. Provide support to Director by assuming responsibility for projects/duties as assigned.

**Primary Duties**

1. Effectively communicate with students, faculty, staff, and external audiences
  - a. Serve as primary contact for students, faculty, other college offices, and external audiences engaging with the DEMSN – Mesa Location program. Provide appropriate information and follow-through, or direct them to the person or department that can assist them.
  - b. Establish effective working relationships within the College to support the work of the department (e.g., other Academic Administrative Assistants, Registrar's Office, Technology Services, Student Accounts, Admissions and Academic Affairs).
  - c. Notify the Director regarding any concerns perceived in interactions with faculty, staff, students, or off-campus visitors related to the SALNI programs.
  - d. Monitor and keep the Program Director abreast of college personnel changes, events, and issues.
  - e. Anticipate and identify problems. Suggest improvements and changes to procedures to the appropriate persons or departments.
  - f. Greet and direct visitors and guests at special events (e.g., orientations, training, recruiting, advisory council meetings).
2. Record Management
  - a. Organize and maintain filing and database systems. Transfer files to archives as appropriate.

- b. Compile a variety of reports using Colleague (database) course and faculty information as needed (e.g., enrollment tracking, course lists, etc.).
- c. Track office equipment and physical plant needs, communicating changes with the DEMSN Director.

### 3. Office support

- a. Coordinate the hiring process within program and provide all services needed for all instructors, guest presenters, and related staff hires (i.e., technology access, key requests, office set-up, initial office supplies, past syllabi and School information, etc.).
- b. Reserve meeting rooms, catering, and /or equipment for program functions.
- c. Maintain inventory of all office supplies and equipment and work with department members to anticipate needs and ensure adequate supplies are available.
- d. Order supplies and any necessary repairs or replacements of copiers, computers, printers, scanners, faxes, or any other equipment.
- e. Provide support to student orientations as needed; e.g.: mailings, duplicating, equipment and room requests, publicity documents, and food service.

### 4. Provide administrative support including, but not limited to:

- a. Compose, prepare, and distribute correspondence for the department (e.g., letters, memorandums, reports, course materials, syllabi)
- b. Process and maintain purchase orders, invoices, and business records
- c. Process and handle incoming and outgoing mail.
- d. Perform general clerical duties including photocopying, collating and faxing

## **General**

- 1. Maintain proficiency in using technology hardware, software, and equipment appropriate to the office (e.g., computer, copy machines).
- 2. Maintain a high level of understanding of issues around confidentiality and FERPA laws.
- 3. Attend learning opportunities, meetings and events.
- 4. Comply with safety procedures and maintain clean and orderly work areas.
- 5. Perform other tasks as necessary to support the mission of the College.

## **Qualifications**

- 1. Required 3 years of experience providing administrative support. Must be proficient in Microsoft Office and *Outlook*, including mail merge functions and database management.
- 2. Requires the ability to communicate and respond to both internal and external customers professionally and in a timely manner. Must have the ability to read, interpret, write and complete documents such as forms and general correspondence.
- 3. Requires strong organizational skills and the ability to multi-task, prioritize, work with frequent interruptions, work independently and be self-motivated. Must have strong problem-solving skills and have the ability to professionally respond to variations in schedules and plans.
- 4. Requires a flexible and collaborative work style and the ability to interact effectively with a variety of audiences internally and externally.
- 5. Must have basic math skills.
- 6. Requires the ability to work with and maintain confidential information.

7. Must be able to freely move throughout the campus. Must have the ability to occasionally lift and/or move up to 20 pounds. Requires the ability to speak and hear. Specific vision abilities required by this job include close vision and color vision.

**Working Conditions**

General office environment

**How to Apply**

- Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>
- Please attach your cover letter, resume, and list of references to the online application

*Alverno College is an Equal Opportunity Employer and committed to workplace diversity.*