



Posting Date: July 16, 2019

Position: Advising Office Coordinator

Department: Academic Advising

Hours per Week: Full-time

Alverno College is a private liberal arts college with an internationally acclaimed ability-based program and diverse student body. Our low instructor-to-student ratio and collaborative faculty contribute to a positive learning environment. We provide students with real-life, hands-on experiences in the classroom, in study abroad opportunities and in professional internships related to their major. These experiences, among others, have resulted in Alverno College being ranked higher than any other college in Wisconsin in its "Strong Commitment to Teaching" category for the ninth consecutive year.

This is a full time staff position. Salary will be commensurate with qualifications, education, and experience. Alverno College health, disability, and retirement plan enrollment is available to full time employees and eligible dependents. Tuition benefits are available for employees and qualified dependents.

Primary Duties and Responsibilities

*The following information is not meant to be all-inclusive.
Other duties and responsibilities may be assigned as necessary.*

Serve as collaborative member of the Advising Office team and create a welcoming front office environment for students, staff, faculty, and visitors. Provide administrative and logistical support for Advising and Registrar's Office projects, including processing and oversight of files, scheduling events and meetings, communicating across departments in various media (emails, social media, etc.), and assisting with the coordination of Advising special events. This administrative support staff position serves as the primary receptionist for the Advising Office and oversees the details of day-to-day office functions.

Qualifications and Education

- High school diploma (or equivalent).
- Three to five years of previous office or administrative experience preferred. Knowledge of general office procedures is required.
- Exemplary customer service and communication skills required with the ability to communicate and respond to both internal and external customers professionally and in a timely manner.
- Must be proficient in technology, including social media, Microsoft *Word* and *Outlook*, with advanced skills in *Excel*; experience with mail merge functions and database management and Colleague or other information data system is a plus. Must be able to learn and efficiently utilize complex data and reporting systems.
- Requires a flexible and collaborative work style and the ability to interact effectively with a variety of individuals and departments. Must be a team player.



- Demonstrate organizational skills and attention to detail including the ability to multi-task, prioritize, and work with frequent interruptions in a high traffic office. Must have the ability to professionally respond to variations in schedules and plans. Must be self-directed with strong problem-solving skills.
- Ability to handle confidential materials and information in a professional and secure manner.
- Ability to speak and hear. Must be able to freely move throughout the campus. Must have the ability to occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision.

How to Apply

Apply on-line at <http://www.alverno.edu/jobs>

Please attach your cover letter and resume to the on-line application

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