



Administrative Assistant to Leadership Johnson County at Franklin College

Franklin College is seeking to fill an Administrative Assistant to Leadership Johnson County at Franklin College position that will provide administrative support to assist Leadership Johnson County and its programs. This is a part-time position working 15 hours per week, 10-months of the year reporting to Executive Director of Leadership Johnson County at Franklin College. Scheduling can be somewhat flexible Monday – Friday.

ESSENTIAL FUNCTIONS:

- Provide administrative office support for Leadership Johnson County.
- Schedule meetings, appointments and maintains the LJC Master Calendar.
- Order and maintain office supplies for Leadership Johnson County.
- Assure proper functioning of all office equipment.
- Handle incoming calls and process mail.
- Take minutes of meetings. Compile, transcribe, and distribute minutes for meetings.
- Establish and maintain files.
- Help prepare materials for LJC Signature Program and Select Workshops.
- May be required to work during off hours. Periodic heavy lifting.
- Other duties as assigned.

SKILLS & COMPETENCIES:

- Promote a positive image of LJC by greeting and receiving students, faculty, staff, and visitors.
- Computer proficiency required – proficient with Microsoft Word and Excel and other software
- Possess strong oral and written communication skills
- Excellent organizational skills.
- Ability to interact effectively with LJC stakeholders.
- High level of interpersonal skills to handle sensitive and confidential information with professionalism.
- Strong initiative and creativity with a high-energy level, sense of humor, enthusiasm and flexibility.

Requirements include High School diploma; Bachelor's degree preferred; 3 years of administrative support experience in higher education a plus

Benefits package includes retirement plan and Employee Assistance Program. Review of applications will begin immediately. Click link to apply for position here – [Franklin College Staff Application](#)

Contact Human Resources with additional questions.

Franklin College

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Franklin, IN 46131

humanresources@franklincollege.edu

Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals' abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the College's policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any College program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.