Franklin College is seeking to fill a part-time, 12-month, non-exempt Academic Administrative Assistant position that will report to the Graduate Health Science Program Directors. The person in this position will support the Graduate Health Science programs with the administrative functions of the department.

**Essential Functions**
- Provide administrative support for both graduate health science programs, faculty and the director of graduate studies
- Schedule and make arrangements for program meetings and appointments
- Assist in maintaining both graduate program calendars
- Assist with budget activities
- Oversee work study students; confirm work study students’ time logs
- Compile, transcribe, and distribute minutes for graduate health study meetings
- Track clinical preceptors and adjunct faculty information in databases
- Create summary reports from databases
- Assist with facilitating program events by scheduling with appropriate offices and agencies, advising/contacting participants or invited guests, managing attendees, preparing agendas and programs, and managing space arrangements
- Assist in the admissions process as it directly relates to the individual programs
- Assist in compiling information for accreditation applications and reports
- Assist with filing and tracking student information and documentation
- Order, maintain and distribute office supplies for the department
- Drop off and pick up materials on main campus
- Assist with college-wide events and activities pertaining to academic affairs, as called on
- Assure proper functioning of all office equipment; report any malfunctions to the proper channels and submit work orders as needed
- Handle incoming calls and process mail
- Follow and abide by all safety rules and regulations
- Other duties as assigned

**Skills and Competencies**
- Promote a positive image of the College by greeting and receiving students, faculty, staff and visitors
- Possess strong oral and written communication skills
- Exemplify excellent organizational skills
- Possess good computer skills, especially with Microsoft Word and Excel
- Effectively interact with master level graduate students
- Possess a high level of interpersonal skills to handle sensitive and confidential information with professionalism

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Supervisory Responsibility
Supervise student workers

Required Education and Experience
High school diploma

Preferred Qualifications
- Bachelor's degree
- Three to 5 years of secretarial/administrative support
- Experience in higher education
- Experience with Word, Excel, and working in databases

Physical Demands:
This job functions in a moderate level of physical activity

Review of applications will begin immediately and continue until the position fills. To apply for this position, send a current résumé, cover letter, and the names and contact information for three professional references. Click link to apply for position here – Franklin College Staff Application or visit employment opportunities at www.FranklinCollege.edu.

Contact Human Resources with additional questions.

Franklin College
101 Branigin Boulevard
Franklin, IN 46131
humanresources@FranklinCollege.edu
www.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.