Administrative Assistant for the Centers for Student Success & Diversity and Inclusion

Franklin College is seeking to fill a full-time, 10-month, non-exempt Administrative Assistant for the Centers for Student Success & Diversity and Inclusion position that will report to the Dean of Academic Success and Director of Diversity and Inclusion. The person in this position will provide administrative support services to the Centers for Student Success (CSS) & Diversity and Inclusion (CDI).

ESSENTIAL POSITION FUNCTIONS

- Perform clerical tasks such as answering phone, greeting guests, scheduling meetings, taking minutes, etc.
- Coordinate response to Barrier to Success alerts and assist with case management
- Prepare and coordinate mass mailings and emails.
- Schedule and complete student exit interviews; maintain exit interview data and track exit interview completion
- Proctor exams for the Academic Resource Center and provide other accommodations as necessary.
- Assist with the administrative coordination of CSS and CDI events, such as Welcome Week, Pivot, MLK Celebration, Dimensions of Diversity, etc.
- Assist with social media accounts and promotional materials.
- Provide staff presence in the CSS and CDI during business hours.
- Inventory and maintenance of supplies, office areas, copier, fax, printer, etc.
- Provide support to students through one-on-one interactions, by serving as an organization advisor (as appropriate and requested), and by making connections to relevant campus resources.
- Provide clerical support for other Student Development departments as needed.
- Follow and abide by all safety rules and regulations;
- Regular attendance and timeliness;
- Other duties as needed or assigned.

SUPERVisory RESPONSIBILITY

General supervision is received from the Dean of Academic Success and the Director of Diversity and Inclusion.

May exercise supervision over student workers.

QUALIFICATIONS

EXPERIENCE: Minimum 0-2 years’ experience as an administrative assistant, preferred.

EDUCATION/LICENSEING: Bachelor’s degree preferred; high school diploma required

REQUIRED KNOWLEDGE, SKILLS, or ABILITIES:
- Intercultural competence; understanding and appreciation of diversity; interest in working with students from all backgrounds and identities, required.
- Must demonstrate exceptional interpersonal skills, strong written and verbal communication, and the willingness/ability to be a self-starter
Experience working with (or the ability to learn):
  o Microsoft Office (Word, Excel, Publisher, Access, PowerPoint)
  o Canva
  o Facebook
  o Twitter
  o Instagram
  o ABT Power Campus
  o Presence

PHYSICAL DEMANDS / WORK ENVIRONMENT / WORK DEMANDS

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to:

  • Standing – less than 39%
  • Walking – less than 39%
  • Sitting – greater than 66%
  • Reaching with hands and arms – less than 39%
  • Talking – greater than 66%
  • Hearing – between 33% to 66%
  • Using hands to handle objects – between 33% to 66%
  • Lifting – up to 10 to 25 pounds less than 39%

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

  • This job functions in a professional office environment.
  • Minimal physical requirements; occasional light lifting; limited exposure to elements

Work Demands
The work demands described here are representative of those an employee encounters while performing the essential functions of this job.

  • Routine deadlines – usually sufficient lead time – variance in work volume seasonal and predictable – priorities can be anticipated – some interruptions are present – involves occasional exposure to demands and pressures from persons other than immediate supervisor.
  • Job tasks do not involve occupational exposure to blood, body fluids or tissue – Category III.

APPLICATION PROCESS
Excellent benefits package including: health, life and disability insurance, paid vacation, sick and holiday time, retirement plan, and full tuition benefits for employees and their family. Review of applications will begin immediately and continue until the position is filled. Interested candidates should submit be submitted electronically (MS Word or Adobe PDF) and should include cover letter, resume and three professional references. – Click here to apply or visit employment opportunities at www.FranklinCollege.edu.

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 participating 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.