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 20 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.

RESPONSIBILITIES

- 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.
- Submit work orders to correct problems as necessary.
- Handle incoming calls and process mail.
- Proofreading of promotional materials.
- Process tuition and donor payments.
- 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.

SECONDARY DUTIES AND RESPONSIBILITIES

- Arrange for audiovisual and associated support equipment when needed.
- Coordinate with other LJC staff members to assist with program/workshop logistics when required when possible
- Help with mailings, brochures, and flyers for workshops, as needed.

REQUIREMENTS

- High School Diploma or equivalent required, Bachelor's degree preferred
- Three years of secretarial/administrative support experience a plus
- Promote a positive image of LJC by greeting and receiving students, faculty, staff and visitors;
- Computer literacy is required and includes proficiency with Microsoft Word, Excel, but not limited to Microsoft Office software;
- Excellent organizational skills are required;
- Must be able to work independently, use initiative, and make substantive decisions quickly;
- Interact effectively with LJC stakeholders;
- Possess a high level of interpersonal skills to handle sensitive and confidential information;
• Must be a self-starter/self-motivated, well organized, detail oriented and able to work with minimal supervision;
• Ability to use discretion and good judgment;
• Requires professional conduct, tact and diplomacy;
• Must be able to work in a fast-paced environment with ability to manage multiple projects simultaneously, working both independently and as a team member;
• Must possess strong oral and written communication skills;
• Ability to think strategically and analytically;
• Strong initiative and creativity with a high energy level, sense of humor, enthusiasm and flexibility
• Occasionally required to lift and carry up to 50 pounds.

Review of applications will begin immediately and continue until the position is filled. Qualified candidates should submit electronically (MS Word or PDF) a cover letter, resume and contact information for three references via the application link – Franklin College Staff Application

Contact Human Resources with additional questions.

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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 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.