Academic Administrative Assistant – Graduate Health Studies Programs

Franklin College is seeking to fill an Academic Administrative Assistant assisting the Graduate Health Studies Programs. This is a full-time, hourly, non-exempt 12-month position, expected to work Monday through Friday, reporting to the Director of Athletic Training Program and Director of Physician Assistant Studies Program. Located approximately 30 minutes from culturally rich downtown Indianapolis, Franklin College is a private, four-year liberal arts and sciences college.

RESPONSIBILITIES

• Provide administrative support for both graduate health science programs, faculty and the director of graduate studies;
• Schedule and make arrangements for departmental meetings and appointments and maintain the departmental calendar and meeting minutes;
• Assist with budget activities and tracking;
• Track adjunct faculty information in database including processing honorariums;
• Help facilitate departmental events by scheduling events with appropriate offices and agencies, advising/contacting participants or invited guests, managing attendees, preparing agendas and programs, and managing space arrangements;
• Assist with filing and tracking student information and documentation;
• Manage confidential student information and dispose of it appropriately when necessary;
• Serve as the initial contact person for prospective students interested in applying to the MSPA and MSAT programs;
• Assist in the admissions process as it directly relates to the PA and AT programs including initial application review, distribution to faculty, scheduling of student interview days, and organizing interview day activities;
• Assist with MSPA and MSAT student recruitment events;
• Help manage grant funding and programming and assist with compiling and proofing reports;
• Assist in compiling information for accreditation applications and reports;
• Serve as a representative of the Graduate Health Sciences for students, alumni, and guests;
• Develop mailings, brochures, and flyers for open houses;
• Order and maintain office supplies for the departments;
• Maintain PA supplies inventory and storage;
• Assure proper functioning of all office equipment and building maintenance;
• Coordinate and request services as needed (IT, facilities, security);
• Handle incoming calls and process mail for PA and AT program;
• Drop off and pick up materials on main campus on a weekly basis;
• Assist with college-wide events and activities pertaining to academic affairs, as called on;
• Follow and abide by all safety rules and regulations;
• Assist with deliveries (water, supplies, equipment, rugs);
• Other duties as assigned.
REQUIREMENTS

- High School Diploma or equivalent required, Bachelor’s degree preferred;
- 3-5 years of secretarial/administrative support experience preferred;
- Experience in higher education a plus;
- Experience with Microsoft Word, Excel and working in databases;
- People skills – must be able to promote a positive image of the College by greeting and receiving students, faculty, staff and visitors;
- Computer proficiency – familiar with Microsoft Word and Excel; and online databases;
- Possess strong oral and written communication skills;
- Excellent organizational skills;
- Ability to interact effectively with master’s level students;
- High level of interpersonal skills to handle sensitive and confidential information with professionalism.

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. Qualified candidates should submit electronically (MS Word or PDF) a cover letter, resume and contact information for three professional references via the application link – Franklin College Staff Application

Contact Human Resources with additional questions.

Franklin College
101 Branigin Blvd.
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.*