EDUCATION DEPARTMENT ADMINISTRATIVE ASSISTANT

Franklin College has a full-time opening in the Education Department for an Education Department Administrative Assistant. The Education Department Assistant provides administrative support for department leadership and faculty. This position requires accuracy, efficiency and great organizational skills. This is a non-exempt, hourly, 12-month position reporting to the Director of Teacher Education. Normal working hours – Monday thru Thursday 8AM-5PM, Friday 8AM-4PM.

RESPONSIBILITIES

- Provide administrative support for department leadership and faculty
- Coordinate prospective student campus visits
- Assist with preparation and collection of field materials for faculty, students, cooperating school personnel and college supervisors
- Communicate with cooperating school corporations and partner schools
- Audit and record academic progress and licensure requirements of students
- Support annual updating of program materials (e.g., handbooks, catalogs)
- Assist licensing advisor with certification of initial licensure and Professional Development Growth Points
- Assist with on-going state and national accreditation processes
- Coordinate business office processes for the department
- Maintain all department files
- General clerical responsibilities such as phone, ordering supplies, etc.
- Supervise student workers
- Follow and abide by all safety rules and regulations;
- Regular attendance and timeliness;
- Other duties as needed or assigned.

QUALIFICATIONS

- High School Diploma or equivalent required; Bachelor’s degree preferred
- Clerical experience in a K-12 public school setting preferred.
- Knowledge of computers and software applications, including Microsoft Suite software and Google Workspace for Education
- Experience with database management
- Ability to analyze records and prepare reports
- Interpret and apply policies and procedures
- Possess excellent organizational skills
- Manage multiple projects simultaneously, working both independently and as a team member
- Possess strong oral and written communication skills; able to proof reports
- Possess a high level of interpersonal and professional skills

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. Applications should be submitted electronically (MS Word or Adobe PDF) and should include cover letter, resume and three professional references via the application link – Franklin College Staff Application

Contact Human Resources with additional questions.
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.