Executive Assistant for Student Development

Franklin College is seeking to fill an Executive Assistant for the Student Development Department. This is a full-time, hourly, non-exempt 12-month position, expected to work 39 hours per week reporting to the Vice President for Student Development and Dean of Students. Located approximately 30 minutes from culturally rich downtown Indianapolis, Franklin College is a private, four-year liberal arts and sciences college.

RESPONSIBILITIES

- Oversee and staff the Student Development suite and coordinate student worker coverage;
- Perform clerical tasks such as answering phone, greeting guests, scheduling meetings, taking minutes, maintaining confidential paper and electronic files, etc.;
- Coordinate meetings for the Dean of Students and other Division staff; reserve space on campus, coordinate set up and catering as needed;
- Coordinate campus announcements (from student organizations, faculty, administrative departments, etc.);
- Produce ID cards for all students and employees, including managing supplies, billing, and trouble-shooting the application;
- Manage data in relevant Student Development systems: Presence (student affiliations), Maxient (conduct records), Titanium (counseling appointments), Slate Student Success (Barriers to Success), etc.;
- Assist with the administrative coordination and help to staff Student Development events, such as Move-In, Welcome Week, Homecoming, Grizzly Grand Priz, Family Weekend, Greek Week, etc.;
- Maintain social media accounts and coordinate promotional materials with graphic designer and marketing department;
- Compile annual edits and make updates to the student handbook, catalog, and other relevant divisional and institutional documents;
- Inventory and maintain supplies, office areas, copier, fax, printer, etc. for all Student Development divisions;
- Provide support to students through one-on-one interactions by making connections to relevant campus resources;
- Coordinate budget management for the Student Development department, including preparing credit card statements, managing student organization receipts, submitting requisitions and reimbursement requests, etc.;
- Serve as back-up proctor for accommodated exams in the Academic Resource Center;
- Assist with searches for new employees by managing documents, scheduling interview days, organizing travel, and designing evaluation tools;
- Other relevant research and projects as assigned by the Dean, Associate Deans, or Directors.

REQUIREMENTS

- High School Diploma or GED from an accredited organization required, Bachelor’s degree preferred;
- 1-2 years of secretarial/administrative support experience preferred
- Experience in higher education a plus;
- Intercultural competence; understanding and appreciation of diversity; interest in working with students from all backgrounds and identities, required;
- Experience with Microsoft Office products, Canva, Facebook, Twitter, Instagram, ABT Power Campus, and Presence preferred;
- People skills – must be able to promote a positive image of the College by greeting and receiving students, faculty, staff and visitors.
Must demonstrate exceptional interpersonal skills, strong written and verbal communication, and the willingness/ability to be a self-starter;

Excellent organizational skills.

**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](mailto:humanresources@franklincollege.edu)

Contact Human Resources with additional questions.

Franklin College
101 Branigin Blvd.
Franklin, IN 46131
[humanresources@franklincollege.edu](mailto: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.*