



## **ACADEMIC ADMINISTRATIVE ASSISTANT**

Franklin College's Pulliam School of Journalism seeks to fill an Academic Administrative Assistant position. This is a full-time, hourly, non-exempt 10-month position reporting to the director of the Pulliam School of Journalism. This position performs duties requiring advanced-level administrative support skills to assist faculty members and staff within the Pulliam School of Journalism. It involves assisting with high-priority academic affairs functions such as academic year start-up, academic awards events, and graduation-related events and supporting the Pulliam School's varied initiatives, including publishing a statewide news service, TheStatehouseFile.com. Located approximately 30 minutes from culturally rich downtown Indianapolis, Franklin College is a private, four-year liberal arts and sciences college.

### **RESPONSIBILITIES**

- Provide administrative office support for assigned academic departments and faculty;
- Schedule appointments and maintain department calendars;
- Assist with invoicing partner organizations, paying student stipends/scholarships and other financial responsibilities of the Pulliam School of Journalism;
- Assist with the Pulliam School of Journalism's fundraising efforts;
- Assist with budget requests, charges, and reimbursements for academic departments;
- Oversee work-study students; confirm work-study students' time records;
- Order, maintain, and distribute office supplies for academic departments;
- Report any malfunction office equipment to proper channels;
- Submit work orders to physical facilities;
- Handle incoming calls and process mail;
- Make and confirm arrangements for meetings;
- Compile, transcribe, and distribute minutes for department meetings;
- Establish and maintain electronic files;
- Coordinate searches when applicable;
- Assist with cross-departmental projects and tasks, as requested
- Assist with college-wide events and activities pertaining to Academic Affairs
- Follow and abide by all safety rules and regulations;
- Maintain confidentiality of information regarding students, faculty, or other staff members and exercise good judgment in analyzing and resolving confidential, difficult, or sensitive situations;
- Other duties as assigned.

### **SECONDARY DUTIES AND RESPONSIBILITIES**

- Facilitate the success of department-sponsored events by coordinating with appropriate offices and agencies, by communicating with participants or invited guests, and by preparing agendas and programs;
- Arrange IT support for equipment as necessary;
- Collaborate with other departments across campus such as development, admissions, and security when necessary;
- Develop mailings, brochures, and flyers for workshops;



- Coordinate processes and duties with other academic administrative assistants, as necessary.
- May exercise supervision over student workers.

## REQUIREMENTS

- High School Diploma or equivalent required, Bachelor's degree preferred
- Three years of secretarial/administrative support experience preferred
- Ability to Promote a positive image of the College by greeting and receiving students, faculty, staff and visitors
- Computer proficiency, including facility with Microsoft Word and Excel (though not limited to Microsoft Office software)
- Possession of strong oral and written communication skills
- Ability to think strategically and analytically
- Excellent organizational skills
- Ability to work independently, take initiative, and make substantive decisions quickly
- Ability to interact effectively with college students
- High level of interpersonal skills to handle sensitive and confidential information with professionalism and diplomacy
- Capacity for working in a fast-paced environment with ability to manage multiple projects simultaneously, working both independently and as a team member
- Strong sense of creativity with a high-energy level, sense of humor, enthusiasm, and flexibility
- Typical work schedule is Monday thru Thursday 8am-5pm, Friday 8am-4pm
- Occasionally required to lift and carry up to 50 pounds.

**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 Boulevard  
Franklin, IN 46131  
[humanresources@FranklinCollege.edu](mailto:humanresources@FranklinCollege.edu)  
[www.FranklinCollege.edu](http://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.