



Academic Administrative Assistant for Engaged Learning

Franklin College seeks to fill an Academic Administrative Assistant for Engaged Learning position. This is a full-time, hourly, non-exempt 10-month position reporting to the Associate Dean for Academic Affairs. The Administrative Assistant performs duties requiring advanced-level administrative support skills to assist the Associate Dean and Engaged Learning staff. 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 the Office of Global Education, The Offices of Career and Professional Development, and Digital Fluency;
- Schedule and make arrangements for Engaged Learning meetings and maintain calendars;
- Assist with budget tracking, budget requests, charges, and reimbursements;
- Support Engaged Learning's communication including landing pages, intranet sites, social media, and digital displays;
- Track partnership information;
- Help facilitate Engaged Learning events by scheduling with appropriate offices, advising/contacting participants or invited guests, managing attendees, preparing agendas and programs, and managing space arrangements;
- Advise students on off-campus study opportunities and help them plan their experiences through designated study away office hours;
- Help manage grant funding, programming, and assist with compiling and proofing reports;
- Serve as a representative of Engaged Learning for students, alumni, and guests;
- Develop marketing materials for workshops and events;
- Order, maintain, and assure proper functioning of office supplies and equipment for the department;
- Answer incoming calls and process mail;
- Assist with college-wide events and activities related to Engaged Learning;
- Follow and abide by all safety rules and regulations;
- Other duties as assigned by management.

REQUIREMENTS

- High School Diploma or equivalent required, Bachelor's degree from an accredited college or university 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, Outlook, and Excel (required) and Adobe and/or Canva (preferred);
- 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;
- Occasionally required to lift and carry up to 50 pounds with or without restrictions.

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

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.