



ANDERSON UNIVERSITY

Office of Work Life Engagement

POSITION ANNOUNCEMENT

Position: Administrative Assistant to the Assistant Provost/Dean of Students

Department: Student Life

Reports to: Assistant Provost/Dean of Students (APDOS)

Responsibilities:

The Admin. Assistant supports the APDOS in the administration of the office of Student Life including: general clerical duties, schedule appointments/meetings, developing calendars, directories and budgets, aid in coordination of special programs/events aimed at groups of AU students; administer the Office of Chapel Attendance and supervise student workers. Collaborate with the APDOS and Director of Student Conduct in updating the student handbook. Collaborate with Marketing and Communication in writing and distribution of summer student newsletters. Monitor students in violation of community. Other duties as necessary and assigned.

Qualifications:

Bachelor's Degree and 1-3 years' experience. Ability to coordinate several concurrent projects while dealing with frequent interruptions; excellent organizational skills; ability to meet and work well with people; effective oral and written communication skills; significant computer/word processing experience; good recall of names, faces, events and data; creativity and a willingness to try new things; planning and calendaring/scheduling events; self-motivated, strong initiator; out-going and assertive.

Position Available: Immediately

Benefits: Full –time, eligible for University benefits.

Qualified and interested candidates should submit a letter of interest, resume and [employment application](#) to staffjobs@anderson.edu. Final candidates are expected to provide an official transcript. Persons with an application on file or qualified university employees may submit a letter of interest to staffjobs@anderson.edu. Current employees are also expected to notify their supervisor of interest in this position.

[Anderson University](#) is on a [mission](#) to educate students for lives of faith and service, offering more than [60 undergraduate majors](#), [30 three-year degrees](#), [20 NCAA Division III intercollegiate sports](#), alongside [adult](#) and [graduate](#) programs. The private, liberal arts institution is fully [accredited](#) and recognized among top colleges for its [business](#), [computer science](#), [cybersecurity](#), [dance](#), [engineering](#), [nursing](#), and [teacher education](#) programs. Anderson University was established in 1917 in Anderson, Indiana, by the [Church of God](#).

AU is an equal opportunity employer. Persons who bring diversity are encouraged to apply. Anderson University complies with federal and state requirements for non-discrimination in employment with regard to sex, age, race, color, disability, and national and ethnic origin.