



POSITION: ADMINISTRATIVE ASSISTANT FOR GRADUATE AND PROFESSIONAL PROGRAMS

DEPARTMENT: OFFICE OF ACADEMIC ADMINISTRATION (TIM BRASHIER CAMPUS)

JOB SUMMARY

The Administrative Assistant for Graduate and Professional Programs is responsible for supporting the administrative workflow for, and providing secretarial support to, the Office of Academic Administration on North Greenville University's Tim Brashier Campus. This is a full-time staff position that reports jointly to the Associate Provost for Graduate Programs / Dean of the Walter Brashier School of Graduate Studies and the Associate Provost for Academic Engagement / Dean of Professional Programs. The Administrative Assistant also assists the Administrative Assistant to the Provost as needed and works closely with the Administrative Assistant for Academic Administration on the Tigerville Campus.

RESPONSIBILITIES

- Provide ongoing administrative support to the Associate Provosts who office at the Tim Brashier Campus
- Provide occasional administrative support to the Provost (as needed)
- Assist in budget management for graduate and professional academic programs through the creation and management of purchase orders, expense reports, and similar documents
- Assist in coordinating regular and occasional events that support the mission of NGU and the Tim Brashier Campus, with emphasis on events related to graduate and professional academic programs
- Distribute mass emails related to graduate and professional academic programs
- Coordinate with Printing Services on the upkeep of Tim Brashier Campus hardware
- Coordinate all printing repair needs/orders as needed
- Maintain and order office supplies for the Tim Brashier Campus
- Take and maintain minutes for meetings related to the responsibilities of the Associate Provosts
- Assist in maintaining the *Graduate School Bulletin*



- Work closely with the Greer Campus Operations Administrative Assistant to ensure day-to-day graduate and professional programs needs are being satisfied
- Pick up campus mail for the Tim Brashier Campus from the Office of Academic Administration in Tigerville and distribute it to the proper recipients
- Serve as the liaison between the Graduate Ministry Program and Entrust Institute Partnership

FACULTY/STAFF SUPPORT

- Assist with the onboarding process for new faculty hires who office at the Tim Brashier Campus
- Process appointment letters, compensation memos, and contracts for faculty teaching graduate and professional courses
- Maintain faculty records related to the Tim Brashier Campus

PHYSICAL REQUIREMENTS

- Visual Abilities: read reports, create presentations and use a computer system.
- Hearing: hear well enough to communicate with co-workers, vendors, and students.
- Dexterity, grasping, feeling, write, type and use the telephone, copier, and computer systems.
- Mobility: open files and operate office machines; move between departments and attend meetings across campus.
- Talking: frequently convey detailed or important instructions and ideas accurately, loudly, or quickly.
- Lifting, pulling, pushing: exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Cognitive/Emotional: ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time.

ADDITIONAL RESPONSIBILITIES



- Assist with facilities scheduling in a coordinated effort with the Greer Campus Operations Administrative Assistant
- Perform other duties as assigned by either Associate Provost or the Provost

WORKING RELATIONSHIPS

This is a full-time, non-exempt staff position that reports jointly to the Associate Provost for Graduate Programs / Dean of the Walter Brashier School of Graduate Studies and the Associate Provost for Academic Engagement / Dean of Professional Programs at the Tim Brashier Greer Campus.

WORK SCHEDULE

Monday-Thursday, 8:30 a.m.-5 p.m. and Friday, 8:30 a.m.-Noon. Work with evening or early morning events may be required.

TRAVEL

This position does not require travel, except local errands related to the duties of the Tim Brashier Campus.

This job description in no way states or implies that these are the only duties to be performed by the employee. The employee will be required to follow any other instructions and to perform any other duties as requested by his or her supervisor.