



**DEPARTMENT OF  
SOCIAL WORK**

---

**Administrative Assistant – Job Description**

**Position:** Administrative Assistant – Department of Social Work

**SUMMARY OF POSITION:**

The Administrative Assistant for **Social Work** will conduct the daily office duties for the Department of **Social Work**.

**ESSENTIAL JOB DUTIES:**

- Maintain paperwork, answers phone calls, maintain and manage email, daily schedule;
- Complete departmental forms including: event request, flyers, check request, etc;
- Develop and maintain an appropriate student friendly environment within the PSC Campus Community;
- Enforce college and department, program policies and procedures with all participants;
- Ability to work a flexible schedule which may include nights and weekends;
- Perform all other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Demonstrate an understanding of and a commitment to the mission of the college and student success;
- Knowledge and experience using Microsoft applications such as MS Word, Outlook, Publisher, Excel, and Power Point, Adobe Creative Cloud Suite for Schools and Universities;
- Ability to work a flexible schedule including evenings and weekends as needed;
- Ability to work effectively with a diverse student population;
- Demonstrate organizational skills with attention to detail;
- Excellent oral, written, and interpersonal skills to effectively communicate with students, faculty, staff and the general public;
- Ability to efficiently multi-task and conduct/complete independent work assignments.

**QUALIFICATIONS:**

Must be available to work 20-25 hours per week.



**DEPARTMENT OF  
SOCIAL WORK**

---

**How to Apply:**

Review of applications will begin immediately, and the position will remain open until filled. Interested applicants should submit a letter of application, resume, and three letters of professional reference to: [humanresources@philander.edu](mailto:humanresources@philander.edu). Email subject line should include the full name of the position for which you are applying, and documents should be in Word format. You may also mail your information to:

**Philander Smith College  
Attn: Office of Human Resources  
900 Daisy Bates Drive  
Little Rock, AR 72202**

Philander Smith college is an equal opportunity employer and does not discriminate against applicants or employees based on age, race, sex, national origin, ethnicity, veteran status or religion. Philander Smith College is a smoke-free and drug-free work environment. Philander Smith College participates in E-Verify.