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.
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. 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

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