

# UNIVERSITY OF DALLAS

Administrative Assistant

Job Number: 7435UD

**Constantin Dean**

**Date Posted: July 25, 2019**

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## **WHO WE ARE**

The University of Dallas is a private university that leads in academics and has been consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the top 10 Catholic colleges in the West and Forbes' Best Value Colleges. We thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

## **JOB DESCRIPTION**

UD is currently seeking an Administrative Assistant who will be responsible for providing administrative support to the Dean and the Associate Dean in Constantin College.

## **PRIMARY RESPONSIBILITIES**

- Answer phone calls and direct calls to appropriate parties or take messages.
- Manage calendars for dean and associate dean.
- Operate office equipment, such as phone system, copiers, etc.
- Coordinate the maintenance and repair of office equipment.
- Work with Facilities department to submit work order requests to resolve office/building issues.
- Sort and route incoming correspondence.
- Prepare outgoing mail and arrange for delivery.
- Perform data entry and prepare reports, letters, spreadsheets and other documents using word processing, Excel and other database software.
- Maintain supply inventory, order supplies as needed.
- Monitor and track budget expenditures with several budgets.
- Together with the dean, prepare contracts and EAFs for the different terms throughout the year.
- Coordinate events surrounding Convocation.
- Coordinate meetings, reserve venue space, submit work orders, etc.
- Assist the associate dean with the Academic Discipline report, letters, etc.
- Communicate with the AAs in Constantin College regarding office hours, adjunct and overload contracts, final exams, student evaluations, etc.

## **MINIMUM REQUIREMENTS**

- High School/GED, college degree preferred, and 3-5 years of office administration experience strongly desired.

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## **BENEFITS**

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; free tuition for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

**The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.**

**The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.**