

UNIVERSITY OF DALLAS

Administrative Assistant
Braniff Graduate School

Job Number: 8837UD
Date Posted: March 12, 2020

WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have 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 Best Regional Universities (West) and Forbes' Best Value Colleges. We are dedicated and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

JOB DESCRIPTION SUMMARY

UD is currently seeking an Administrative Assistant who will be responsible for providing administrative support of Braniff Graduate School's routine business and academic activities. This position also provides support to the Braniff Dean (BD), Assistant Dean (AD), and Manager of Interdisciplinary Programs (MIP). In addition, act as a liaison between the Braniff Office and Braniff students, as well as between Braniff and the Registrar, the Bursar, Financial Aid, Accounts Payable, and other departments.

PRIMARY RESPONSIBILITIES

- Assists the BD, AD, and MIP in planning and execution of all ongoing activities of Braniff, including but not limited to student orientations, open houses, PhD qualifying and comprehensive exams, the IPS colloquium each semester, dissertation defenses, etc.
- Prepares reports and gathers data/information as needed by Braniff leadership members. Perform data entry and prepare reports, letters, spreadsheets and other documents using word processing and database software.
- Prepares adjunct, overload, and online course development contracts and submittal forms.
- Reconciles credit card statements across existing budgets for the BD, AD, and MIP. Prepares check request vouchers and reimbursements as needed.
- Update the website for Braniff school information.
- Conducts a Braniff departmental audit of graduation applications for completeness and checking degree requirements against transcripts.
- Answer phone calls (especially from prospective students) and direct calls to appropriate parties or take messages.
- Manage the Graduate Dean and Assistant Dean's calendar; schedule (using an electronic scheduling program) and track meetings, conferences and travel.

UNIVERSITY OF DALLAS

- Operate office equipment, such as phone systems, copiers, fax machines, scanners, and computers. Coordinate the maintenance and repair of office equipment.
- Work with Facilities, IT and Aramark to submit work orders, computer requests, and catering needs.
- Sort and route in-coming correspondence, including faxes and email. Prepare outgoing mail, including letters of recommendation.
- Maintain supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders, and verifying receipt.
- Supervise and train graduate assistants not supervised by Dean or Assistant Dean.

MINIMUM REQUIREMENTS

- Some college course work required. Associate or Bachelor degree preferred.
- Two years of office administration experience required.

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.