

UNIVERSITY OF DALLAS

Administrative Assistant
Braniff Graduate School

Job Number: 7555UD
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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 is responsible for providing administrative support of Braniff's routine business and academic activities; responsible for providing support to the Braniff Dean (BD), Assistant Dean (AD), and Manager of Interdisciplinary Programs (MIP); responsible for acting as liaison between the Braniff Office and Braniff students, as well as between Braniff and the Admissions Office, the Registrar, the Bursar, Financial Aid, Accounts Payable, etc.

PRIMARY RESPONSIBILITIES

- Assist the BD, AD, and MIP in the **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.
- Facility in the use of database systems such as BANNER, eCollege, and ARGOS and in the use of Excel and various Google utilities to run and prepare **reports** and to gather information for the BD, AD, and MIP.
- Ability to prepare adjunct, overload, and online course development **contracts**, including EAFs and Batch forms.
- For the BD, AD, and MIP, reconcile credit card statements with existing budgets, submit CRVs, request reimbursements, etc.
- With the assistance of graduate assistants and in collaboration with other offices as needed, regularly update the Braniff **website**—especially the Braniff Graduate Student Resources page.
- Double-checking student applications for graduation, which should have already been checked by graduate directors—and contributing to university-wide preparation for commencement.
- **Oversee and manage graduate assistant support** to the Braniff Office (except where directly overseen by the BD, AD, or MIP). Such management will require knowledge of all of the following activities as well as all applicable policies and procedures—and care in the exercise of budgetary oversight where appropriate.
 - One of the most important roles of this office is to **advise** Braniff students regarding key administrative processes (such as degree applications, special course registration procedures, graduation policies, etc.).
 - Answering phone calls and directing calls to appropriate parties and taking messages.
 - Coordinate the maintenance and repair of office equipment.
 - Process and maintain files, both paper and electronic.

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- Check and maintain supply inventories, placing and expediting supply orders, and verifying their receipt.
- Operate office equipment, such as phone systems, copiers, scanners, and computers.
- Delivery of correspondence and mail.
- File and retrieve documents, records, reports, and other materials.
- Work with Aramark, Facilities, IT, and other departments to submit food orders, work orders, phone and computer orders.
- Perform additional duties as assigned.

MINIMUM REQUIREMENTS

- High School Diploma/GED. Some college work preferred
- Office administration experience strongly desired.
- Knowledge of UD policies and procedures a plus

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.