

UNIVERSITY OF DALLAS

Job Number: 12900UD

Date Posted: September 29, 2022

Administrative Assistant – Constantin College

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 to and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

JOB DESCRIPTION

UD is currently seeking an Administrative Assistant to provide administrative support to the Dean and the Associate Deans in Constantin College.

PRIMARY RESPONSIBILITIES

- Answer phone calls and direct calls to appropriate parties or take messages.
- Manage calendars for the dean and associate dean.
- Operate office equipment, such as phone systems, copiers, etc.
- Coordinate the maintenance and repair of office equipment.
- Work with the 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 current personnel files, ensuring compliance with all relevant requirements, including accreditation.
- Maintain supply inventory, and 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, and prepare materials.
- Assist the associate dean with the Academic Discipline report, letters, etc.

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- Communicate with the Administrative Assistants in Constantin College regarding office hours, adjunct and overload contracts, final exams, student evaluations, etc.
- Other duties as assigned to ensure the efficient and effective operation of the department.

MINIMUM REQUIREMENTS

- High School/GED required.

PREFERRED QUALIFICATIONS

- Bachelor's degree preferred.
- 3 years of office administration experience strongly desired.

ADDITIONAL INFORMATION

- Supervise student clerical workers.

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; tuition benefits 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.