WHO WE ARE

The University of Dallas is a Catholic university that seeks to educate the whole person, encouraging its students to pursue wisdom, truth and virtue as the proper and primary ends of education. We have consistently ranked as one of the top regional universities in the country. All employees are expected to understand and support the Mission.

SUMMARY

UD is currently seeking an Administrative Assistant & Case Manager responsible for providing administrative support to the Office of Student Affairs, including Housing Operations, Residence Life, Student Activities, the UD Counseling Center, the Health Clinic, and the Dean of Students. Additionally, this individual will be responsible for tracking care and follow-up for students utilizing the University Counseling Center and those on the CARE team lists of students of concern.

The person filling this position should be aligned with the Mission and values of the University of Dallas, the Office of Student Affairs, and the University of Dallas Counseling Center.

PRIMARY RESPONSIBILITIES

Administrative Assistant:

- Answer phone calls and direct calls to appropriate parties or take messages; assist and direct students, vendors, and others who visit the office.
- Assist visitors to the Counseling Center and the Student Health Clinic; maintain student privacy; notify counselors of student arrival.
- Sign vendors in and out, and issue swipe access cards.
- Prepare and submit CRVs for departmental expenses and contracted professional services.
- Perform data entry and prepare reports, letters, spreadsheets, and other documents using word processing and database software, including assisting the Director of Housing Operations in creating and managing housing assignments.
- Manage staff and appointment calendars; schedule and track meetings, conferences, and travel. Manage the Dean of Students’ calendar; reserve rooms.
- Operate office equipment, such as phone systems, copiers, and computers.
- 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, including faxes and emails. Collect and deliver mail daily. Distribute fliers to RA mailboxes.
- Receive and distribute packages for Student Affairs, the Counseling Center, and the Clinic.
- Prepare outgoing mail, including correspondence to new and continuing students.
- Mail, fax, or arrange for delivery of correspondence.
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- File and retrieve documents, records, reports, and other materials.
- Maintain supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders, and verifying receipt.
- Monitor and reconcile budget to track expenditures.
- Assist in maintaining the department website in coordination with the Directors and Dean of Students.
- Oversee the use of OSA Print Room; stock printer paper, keep packages organized.
- Request repair of laundry machines in the dorms as needed.
- Become familiar with University housing policies.
- Assist the Dean of Students with credit card reconciliation.
- Approve fliers and posters while following University sign posting policies, and check fliers in Haggar to ensure compliance.

**Case Manager:**
- Work with the Director of the Counseling Center to set appointments and login students for therapy sessions.
- Assist in triage referrals, coordinating interventions, tracking students’ completion of recommendations of the UDCC, and utilizing secure electronic health records. Work closely with other clinicians, student affairs units, Title IX office and various campus resource providers, and community support systems to coordinate timely resolution.
- Provide non-clinical support and observation for students in crisis under the direction of the UDCC Director.
- Develop and maintain a database of referral resources for social service agencies within the local community; facilitate relationships with off-campus agencies and resources to connect students to long-term support.
- Work with the Director to track usage and other statistics for the UDCC.
- Maintain spreadsheets for CARE team reports on students and contact those CARE team members assigned to cases to get reports on follow-up and/or continuing issues.
- Act as recording secretary for the Behavioral Intervention Team (BIT), keeping confidential notes of each meeting of the BIT, maintaining files and communication logs, and assisting the Dean of Students with files and communications regarding BIT actions and activities as students are assessed and followed up.
- Other duties as assigned to ensure the efficient and effective operation of the department.

**MINIMUM REQUIREMENTS**

- Bachelor’s Degree from an accredited institution in Social Work, Psychology, or related field.

**PREFERRED QUALIFICATIONS**

- Master’s Degree preferred.
- Office administration experience and understanding of FERPA and HIPAA are strongly desired.

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, vision, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition waiver, tuition exchange 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.