

**COLGATE ROCHESTER DIVINITY SCHOOL**  
**Job Description**

**Job Title:** Part-time Administrative Assistant for the office of Dean of the Faculty & Life Long Learning  
**Department:** Academic Life  
**Reports To:** Vice President for Academic Life and Dean of Faculty  
**FLSA Status:** Non-exempt  
**Prepared By:** Meg Donovan  
**Prepared Date:** 2/28/2019

**SUMMARY**

The role of the part-time Administrative Assistant includes the ongoing and timely responsibilities for assignments requiring the use administrative skills, independent judgement, organizational and coordination skills, and a level of confidentiality. Assigned duties include administrative and technical tasks, monitoring and preparing schedules and budgets, and knowledge of policies and procedures, services and equipment of the school.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Perform a number of administrative, technical, and analytical tasks in support of the Dean, including typing, email, internet research, faxing, mailing, booking meetings, travel and accommodations, etc. Additionally, will be recorder for minutes of faculty meetings, and any other meetings as needed.

Prepare and compose written correspondence from oral instruction and written reports from more detailed information.

Prepare brochures and special mailings including materials for the Office of Life Long Learning.

Be a point of contact and information for incoming and current students in the School for Christian Leadership. This may include phone calls, personal visits, or email correspondence.

Establish and maintain accurate and ongoing files concerning students, course projections and schedules, projects, staffing budgeting, policies, and procedures.

Prepare agendas and meetings materials, schedule meeting appointments and record minutes of meetings releasing relevant information to authorized parties.

Act as office supply manager for the department ensuring that orders are placed. Monitor and submit monthly billing statement with proper account numbers.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree (B.A.) from four-year college or university; or minimum of five years' experience providing administrative support to an organizational executive, or equivalent combination of education and experience. High levels of skills and proficiency in Microsoft Office including Outlook, Word, and Excel. Knowledge of spreadsheets and database management. Ability to perform multiple tasks while creating and sustaining a pleasant work climate. Demonstrated ability to handle confidential issues and information in an appropriate manner. Understanding of the commitment to the historic traditions and educational mission of The Divinity School. Demonstrated ability to work effectively in a lightly supervised environment. Demonstrated commitment to diversity.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to type on a computer and use a calculator. The employee frequently is required to sit. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general theological periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written