

NIAGARA UNIVERSITY
JOB DESCRIPTION

NAME: Vacant
DATE: August 2022
JOB TITLE: Administrative Assistant, Holzschuh College of Business
FLSA STATUS: NON-EXEMPT
JOB TYPE: Full-time
SALARY GROUP: N
DEPARTMENT: College of Business Administration
LOCATION: BISGROVE HALL
TITLE OF IMMEDIATE SUPERVISOR: DEAN of the COLLEGE OF BUSINESS
SECTOR: ACADEMIC AFFAIRS

JOB SUMMARY:

Under general supervision within the Holzschuh College of Business Administration (HCBA), the Administrative Assistant will assist with the administrative support to accommodate the needs of the dean's office, the faculty and deans of the college and provide assistance with and coordination of college functions and activities.

ESSENTIAL DUTIES:

- Answer telephones, take messages, schedule appointments and greet visitors in a pleasant and professional manner.
- Perform general office tasks, reconcile Dean's University credit card, maintain an inventory of office supplies, make travel arrangements for the dean, for visiting faculty candidates, assist with faculty visit schedules and answer college and department-related questions.
- Process faculty requests for reimbursements, as approved by Dept. chairs. Submit faculty travel requisitions and travel authorizations. Process routine credit card reconciliations for the dean.
- Maintain student files, and provide support for tasks related to graduation including ordering of diplomas, student orientations including SUMO (Summer Orientation for freshmen) and general student support as needed.
- Assist with organizing and executing the annual college events sponsored by the dean, on campus and off-campus including the CBA Honor Societies and Induction Ceremony/
- Handle correspondence, and record minutes of meetings for all faculty meetings and other meetings as requested by the dean or assistant dean.

- Receive and distribute mail, and handle internal and external mailings.
- Maintain an inventory of office supplies to meet the needs of the entire college.
- Maintain calendars(s) to schedule appointments with the dean and assistant dean.
- Support department chairs and faculty as requested.
- Coordinate the meeting schedules for the College including faculty, departments, and committees and assist in identifying and scheduling rooms for these events through the university room reservation system and ordering lunches through the university catering system as needed.
- Work with the Assistant Dean to assign advice to faculty and maintain updated student records as necessary.
- Use Microsoft Office or a similar suite of software tools to develop documents and spreadsheets to ensure efficient operation of office tasks.
- Maintain accurate and detailed information on all advisory board members and facilitate communications with these groups when requested by the dean.
- Assist with all college external (and internal) professional outreach functions, such as but not exclusive to the annual food summit, semi-annual supply chain center seminars, monthly Family Business Center events, high school counselors and any other events sponsored by the HCBA.
- Support deans as requested.
- Maintain confidentiality of information (including but not limited to: student personal information, student grades, employee personal information, etc.), both during and after employment with Niagara University. Any questions regarding the confidentiality of material should be referred to the supervisor. Any violation shall subject the employee to disciplinary action, up to and including termination of employment.

GENERAL DESCRIPTION:

% of Time

50% Direct interaction with students, faculty and visitors to the dean's office.

20 % Routine office tasks such as maintaining calendars, supporting HCBA events and external professional initiatives.

20 % Support for the broader HCBA community, meeting schedules, room reservations,

material support, faculty reimbursements, etc.

10% Additional Support activities, and special projects as assigned by the dean or other university members.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- 1) Ability to read and comprehend the English language sufficiently to be able to read and understand various forms, documents, files and communications.
- 2) Basic mathematical skills and computer literacy with Microsoft Office (or similar office software suite), and the ability to learn and implement new computer software programs.
- 3) Strong communication skills, answering phone calls professionally, responding to inquiries and effectively communicating when using email or other forms of standard business communication.
- 4) Excellent organizational skills with the ability to plan and coordinate activities and events.
- 5) Ability to be tactful and demonstrate sound judgment when dealing with difficult circumstances.
- 6) Ability to perform all essential job functions accurately with minimal direct supervision, and a desire to be innovative in finding solutions to problems as they arise.
- 7) Ability to display sound judgment to ensure timely processing and completion of assigned tasks.

ERGONOMIC REQUIREMENTS:

The functions of the position usually performed sitting, but may require some amount of time standing. Some amount of stooping, kneeling, bending, crouching, lifting, walking, carrying and other movements may be required. Tasks involving working on a computer keyboard, computer software applications, calculator, cutting, labeling, and taping involve extensive wrist and hand movement. All individuals are required to be able to perform these movements without significant risk of injury to themselves or others.

QUALIFICATION STANDARDS

- 1) High School diploma required with education, training and experience that provides the necessary knowledge, skills and abilities to successfully execute the job responsibilities.

2) A minimum of 3 years of experience performing similar tasks is required.

ADDITIONAL DEPARTMENTAL ASSIGNMENTS:

<p>THE UNIVERSITY RESERVES THE RIGHT TO MODIFY, REASSIGN OR COMBINE POSITIONS AT ANY TIME WITHOUT PRIOR NOTICE.</p>
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Employee Signature

Date

Supervisor Signature

Date

Aug 2022