



Job Description

Job Title:	Administrative and Student Recruiting Assistant	Prepared by:	HR Director
Unit:	MBA	Approved By:	Program Director
Reports To:	MBA Program Director	Date:	May 11, 2008
FLSA Status:	Non-Exempt		

Summary

Under general supervision, coordinates, oversees, and/or performs a wide variety of administrative, recruitment and program support activities for the MBA Program Director and for related, centralized activities. Serves as primary point of operational and administrative contact for internal and external constituencies, often on complex and confidential issues. Coordinates the provision of office and staff support services to the office, and oversees and/or participates in the coordination, supervision, and completion of special projects and events. May serve on a variety of committees in a support capacity.

Responsibilities

1. Provides administrative support for the MBA Program Director and associated activities, to include managing the schedule/calendar, making travel arrangements, screening and handling telephone communications, greeting and directing visitors, and dealing with administrative problems and inquiries as appropriate.
2. Serves as a primary point of direct administrative contact and liaison with other offices, individuals, and external institutions and agencies on a range of specified issues; organizes and facilitates meetings, conferences, and other special events, as required.
3. Utilizes knowledge and understanding of underlying operational issues to assist in administrative problem solving.
4. Organizes and facilitates meetings and special events; schedules and coordinates dates and times, venues, attendance, agendas, and facilities; takes minutes, and provides administrative support and follow-up on matters arising from meetings.
5. Gathers, enters, and/or updates data to maintain departmental records and databases, as appropriate; establishes and maintains files and records for the office.
6. Creates, composes, and edits technical and/or administrative correspondence and documentation; screens and evaluates incoming and outgoing correspondence and prepares responses as appropriate.
7. Assists in the coordination, supervision, and completion of special projects as appropriate.
8. Enhances professional growth and development through participation in educational programs, current literature, in-service meetings, and workshops.
9. Serves as an integral component in student recruitment activities.
10. Performs miscellaneous job-related duties as assigned.

Skills

1. Must type 45 WPM.
2. Working knowledge and experience using Microsoft Office software.
3. Excellent written and oral skills.
4. Well organized.
5. Pleasant and professional customer service skills.

Work Conditions

1. Work is primarily indoors, but requires the incumbent to be in an outdoor environment when traveling between Henderson campus buildings, off campus, and to USN campuses and facilities located outside Henderson, NV.
2. Standard office hours are 8:00 a.m. to 5:00 p.m.
3. Performing duties and attending events during the evening and on the weekend occurs occasionally and is required.
4. Traveling off-campus to a local, state, regional and/or national event, as well as travel to other USN campuses or facilities (e.g. South Jordan, Utah) occurs occasionally and is required.

5. Incumbent may be exposed to frequent noise caused by telephones, office machines, and nearby oral communications among University personnel and/or students.

Required Physical Abilities

1. Ability to bend, stoop, reach, stand, and/or move from one area of the building to another on a regular basis, sit and use a computer for a long period of time,
2. Manual and physical dexterity needed to operate a computer keyboard and handle paper documents,
3. Sufficient near vision acuity to read information appearing on computer display screen, in hand-written forms, and printed on paper,
4. Adequate hearing and verbal abilities to communicate effectively in person and by telephone,
5. Ability to lift and carry a stack of forms and documents weighing up to 15 pounds.

I have read the above position description and have received a copy.

Employee Signature

Date