

Administrative Specialist II - Teachers College Educational Leadership/Family and Consumer Sciences

\$11.48 per hour

40 hours per week

Applications will be accepted until 5:00 p.m., September 24, 2021, in the Office of Human Resources, Womack 209 or may be emailed to humanresources@hsu.edu.

Henderson State University is currently seeking qualified applicants for the position of Administrative Specialist II, which will be shared between the Educational Leadership and Family and Consumer Sciences departments. This person in this position will not only act as office receptionist by greeting and directing visitors, providing general information and assistance; retrieving and distributing departmental mail, but will also performing a wide variety of duties such as those outlined below or deemed necessary. The preferred candidate will possess a pleasing, welcoming personality, a spirit of cooperation and self-motivation, ability to adapt to changing environments, knowledge of grammar, punctuation, spelling, basic math skills, general office procedures, and willingness to expand technology skills. This position has regular contact with department personnel, students, alumni, and the public.

Candidates must possess the formal equivalent of a high school diploma, plus one year of clerical experience. Other job-related education and/or experience may be substituted for all or part of these basic requirements.

EXAMPLES OF WORK

1. Act as contact for all administrative departments on campus, such as registrar, business office, graduate office, etc.
2. Manages (prints, gathers signatures, delivers to dean) a monthly leave report for the department.
3. Assist in gathering information for accreditation and for programs in the departments
4. Oversee budgets, transfers, and balances, including requisitions and paperwork submission
5. Assist with travel paperwork
6. Maintain and administer the swipe card access for relevant building(s)
7. Prepare and submit adjunct and overload contracts
8. Maintain sufficient supplies for the departments, ordering, receiving, and restocking
9. Assist with student worker schedules
10. Maintain candidate files, ensuring submission of all required candidate paperwork

Please Note:

The applicant selected for this position will be required to submit to a background screening including a criminal background check.

Henderson State University is an Equal Opportunity Employer/Affirmative Action Employer with a significant commitment to the achievement of excellence and diversity among its faculty, staff, and students.