

Carleton College Non-Exempt Position Description

Job Title: Administrative Assistant – Grade 8
Reports To (Title): Director of Residential Life
Department: Residential Life
Division: Student Life
Revision Date: 02/24/20

Position Overview:

The Administrative Assistant provides administrative support for the Office of Residential Life, specifically the Director, Associate Director, and Area Director staff. This position is a member of the central office staff leadership team and also serves in a crucial customer service role.

This is a full time (1.0 FTE) year round position.

Essential Job Functions - Responsibilities

- Provide administrative support for the Office of Residential Life, Director, Associate Director, and five Area Directors. This includes answering phones, processing incoming correspondence, scheduling appointments / meetings, and maintaining both paper and electronic office files.
- Coordinate file sharing system for all electronic documents, spreadsheets, and calendars.
- Provide administrative support in various hiring processes, including space and vehicle reservations, coordinating AV needs, meals, creating and maintaining accurate records, and collating results.
- Maintain RA supplies for opening and throughout the year.
- Serve as a resource for students, parents, faculty, staff, and the public as appropriate.
- Prepare, organize, revise, and draft correspondence, written reports, and letters.
- Update and maintain departmental website as needed including creation of forms, updating information, verifying and updating links and documents, etc.
- Supervise student employee office staff, including scheduling needs, with a focus on customer service to create a welcoming environment.
- Provide office coverage for Residential Life.
- Maintain open communication with departments within the Division of Student Life regarding departmental information and directives.
- Produce programming and other informational reports.
- Assist with tracking budget expenses through VISA statements and process reimbursements as necessary.
- Assist with the coordination of Winter, Spring, and Summer break housing. Draft applications, distribute forms, and create and maintain accurate records.

- This job description is not intended to be all inclusive. This position may perform other related duties to meet the ongoing needs of the organization.

Required Qualifications

- Minimum: high school degree with 3 to 4 years related experience.
- Excellent oral communications, writing skills, organizational skills, and a high degree of word processing and computer knowledge required (Microsoft Word, Excel, Google Drive, etc).
- Ability to work in a dynamic and multicultural community.
- Excellent organizational skills for management of multiple priorities, details and responsibilities.
- Excellent public relations and diplomacy skills.
- Ability to work with confidential and sensitive material and manage multiple priorities.

Preferred Qualifications

- Familiarity with electronic mail, internet, and institutional software systems.
- Familiarity with higher education and student affairs.