



HARRIS-STOWE STATE UNIVERSITY

POSITION VACANCY NOTICE

Administrative Assistant

Harris-Stowe State University, is seeking an Administrative Assistant for the Anheuser-Busch School of Business.

This position performs administrative duties for the School that include, but are not limited to, coordinating office operations, ordering supplies, budgeting and bookkeeping, demonstrating positive customer relations, making travel and meeting arrangements for faculty and staff, maintaining and updating students and personnel records to meet deadlines, and keeping projects on schedule. Responsibilities would include composing correspondence/reports for own or Dean's signature and maintaining an accurate database.

Required qualifications include the following: A Bachelor's degree in business or closely related discipline from an accredited university and experience working with students, faculty and staff in an academic environment. Also required a minimum of three to five years of experience as an administrative assistant in an educational institution, strong organizational and record keeping skills, proficient in English language and office correspondence skills, strong interpersonal skills, and detail oriented and proficient in use of accelerated Excel and Microsoft Office Word. Must work as a member of the business school team, flexible schedule which may require some evening/weekend work.

Position will be immediately available. Interested individuals should submit a letter of application and resume to the address below. Screening of the potential applicants starts immediately until the position is filled.

**Harris-Stowe State University
Office of Human Resources
3026 Laclede Avenue
St. Louis, MO 63103
(314) 340-3340
FAX: (314) 340-3395**

Application for Employment may be downloaded off www.hssu.edu

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER