



HARRIS-STOWE STATE UNIVERSITY

POSITION VACANCY NOTICE

Senior Administrative Assistant for the Division of Academic Affairs

The Division of Academic Affairs at Harris-Stowe State University provides leadership to the Anheuser-Busch School of Business, College of Arts and Sciences, and the College of Education. The Division also oversees the AT&T Library, Academic Advising, the Academic Resource Center, the Career Engagement and Experiential Learning Center and Student Support Services. The Division of Academic Affairs works collaboratively with various university units to ensure that the mission of the institution is fulfilled. The Senior Administrative Assistant serves as the front-line staff of a fast-paced environment and performs all of the administrative duties for the Division of Academic Affairs. In addition, this person is responsible for, but not limited to:

- Interacting with the various constituents of the Division
- Managing calendars
- Coordinating projects and events sponsored by the Division
- Recording office expenditure and managing the budget
- Making travel arrangements
- Preparing reports and presentations for the Provost and other administrators in the Division
- Writing reports for senior management and delivering presentations;
- Responding to student enquiries and concerns
- Overseeing the student appeals process

The candidate is required to have strong computer, research, and writing skills as well as exemplary interpersonal abilities. In addition, the candidate must be flexible and demonstrate the ability to work well with others. Sensitivity to confidential matters and proficiency in Microsoft Office which includes Word, PowerPoint, Excel and the ability to learn other platforms is required.

Required Minimum qualifications:

- Post-secondary education required; Bachelor's Degree preferred
- Three year work experience in office setting
- Experience working in a higher education setting is preferred.

Applicants should submit a letter of application, resume, un-official transcripts, and the University's employment application to:

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

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

“Please No Phone Calls”

Due to the large number of applications submitted and the high volume of applicant inquiries we receive regarding the status of applications, we are unable to accept phone calls or walk-in inquiries regarding applicant status.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER