



## Health & Wellness /Athletics Administrative Assistant

**Salary:** \$35,000

**Status:** Full-time (12 month contract) Non-Exempt

**Reports to:** Department Chair/Nursing Program Director/Athletic Director

### **Summary:**

The Administrative Assistant will provide support for the Health and Wellness area (Nursing, Massage Therapy and related areas) and Athletics. The ideal candidate will be able to handle a variety of tasks such as routine administrative assistant duties, confidential information, prepare reports and adhere to deadlines. This individual must be a self-starter with strong organizational skills and the ability to multi-task. Proofing, technological and computer skills and interpersonal skills are vital to the operation of the department. The breakdown of this position is 70 percent in the Health & Wellness department and 30 percent in the Athletic department.

### **Responsibilities:**

- Screen incoming calls, mail, personal visit inquiries and other relevant matters.
- Provide high level of quality customer service; maintain confidentiality and use tact and discretion when dealing with students, the public, and all faculty and staff.
- Independently answer routine matters and refer others to appropriate persons.
- Compose letters and reports from brief instructions or notes or on own initiative.
- Assist with data entry for the website of [wsctetons.com](http://wsctetons.com)
- Maintain a database of calendars for athletic department and Director of Athletics and coordinate entry into Ad Astra scheduling program.
- Knowledge of grammatical composition; proofreading, determine most appropriate layouts, formats, arrangements and other related details.
- Develop office procedures, routine and filing systems as necessary
- Compile data from a variety of sources and prepare summary reports as directed.
- Assist other departments as directed; act as receptionist and greet and escort visitors.
- Prepare business documents for payments of invoices and purchase card reports.
- Create deposit slips for all athletic department deposits. Verify with Director of Athletics before submission to Business Office.

- Maintain appropriate records as requested for students and department. Keep files current and up-to-date.
- Prepare agendas, attend meetings, take and transcribe minutes and assure proper distribution of minutes as requested.
- Assist in orientation and directing work activities of department work study/student assistants.
- Schedule appointments and arrange meetings as requested.
- Assists departments in organizing, recording, and tracking student work.
- Proctors student exams as requested (ATI, makeup, etc.).
- Support and maintain department policies

**Minimum Qualifications:**

- Two or more years of experience as an administrative assistant
- Communicate with the general public in a courteous, helpful and clearly understood manner
- Maintain confidentiality of information including personnel records, budgets, and other related matters
- Satisfactory attendance and punctuality;
- Strong organizational skills; detail oriented; ability to move from one task to another effectively; work well in a fast-paced environment; ability to manage and prioritize time and duties efficiently
- Work with limited supervision
- Experience with relational databases; knowledge of Microsoft Office programs; knowledge of modern office practices and procedures

**Preferred Qualifications:**

Associate's Degree

**DISCLAIMER CLAUSE:**

This job description is not intended, and should not be construed, to be a complete list of all responsibilities, duties, skills, efforts, or working conditions associated with the job. It is intended to be an accurate reflection of those principal job elements essential to making fair pay decisions and for determining job performance.