



ANDERSON UNIVERSITY

Office of Work Life Engagement

POSITION ANNOUNCEMENT

Position: Administrative Assistant
Department: Teacher Education
Reports to: Director of Teacher Education

Responsibilities: The administrative assistant will provide clerical and administrative support to the Program Director and Director of Field Experiences in a fast-paced office. Duties include but are not limited to: receptionist, correspondence preparation, office supplies and materials maintenance, event planning, background check requests and reports, assessment process assistance, and data management program Tk20/Watermark (training to be provided) and report preparation.

Qualifications: The successful candidate will be able to demonstrate proficient use of Microsoft Office and Google Suite applications; have effective oral and written communication skills; and must demonstrate attention to detail with the ability to multi-task. The candidate needs to be flexible and able to prioritize daily work. Ability to effectively communicate with people of diverse backgrounds. Candidates must have a minimum of 3 years of comparable work experience.

Must be available to work 12 months of the year. Must meet university lifestyle expectations.

This is a 92% FTE position. Eligible for full university benefits.

Position Available: Review of candidates will begin immediately and continue until the position is filled.

Qualified and interested candidates should submit a letter of interest, resume and employment application <http://www.anderson.edu/uploads/hr/staff-application.pdf> to staffjobs@anderson.edu. Persons with an application on file or current university employees should send an email to staffjobs@anderson.edu to express interest in this position. Current employees are also expected to notify their supervisor of their interest in this position.

Anderson University is a private Christian university in central Indiana, located near [Money's #1 Best Places to Live in 2017](#) and [Town & Country Magazine's #1 Best Place to Live](#). Anderson University continues to be recognized as one of America's top colleges by U.S. News and World Report, and The Princeton Review. Established in 1917 by the Church of God (Anderson, Ind.), Anderson University offers more than 50 undergraduate majors and graduate programs in business and theology. The University's location in the central part of the state allows easy access to state parks, several boating lakes, and beautiful farmland. The close proximity to Indianapolis, the state's capital, offers a full range of cultural and entertainment amenities.

AU is an equal opportunity employer. Persons who bring diversity are encouraged to apply. Anderson University complies with federal and state requirements for non-discrimination in employment with regard to sex, age, race, color, disability, and national and ethnic origin.