



Administrative Assistant

The School of Business and The School of Criminal Justice & Social Sciences

POSITION: Administrative Assistant
SUPERVISOR: Vice Provost, Dean for the School of Business and the Dean for the School of Criminal Justice & Social Sciences
DEPARTMENT: School of Business & School of Criminal Justice and Social Sciences

GENERAL JOB DESCRIPTION

The Administrative Assistant to the Dean of the School of Business and the Dean for the School of Criminal Justice & Social Sciences will ensure that the Offices of the Deans operate effectively, efficiently, and professionally. This position will assist the Deans and will interact frequently with full-time and adjunct faculty members. This individual will provide administrative support to the Deans and other faculty, including department chairs, on an as-needed basis. This includes skillfully compiling information for and preparing reports, drafting and sending miscellaneous professional correspondence, storing, retrieving and integrating information for dissemination, managing the calendar, scheduling meetings, event planning, budget tracking and other general office duties including ordering and maintaining office supplies.

The Administrative Assistant will be responsible for preparing and distributing minutes of meetings and insures that action items are tracked and documents are archived. Prepares travel authorizations, makes travel arrangements and completes expense reimbursements. Maintains electronic and hard copy files in an organized and logical manner. Maintains decorum of the office by tactfully and diplomatically representing the Deans to others inside and outside the University. Assist the Deans and Chairs in the planning and carrying out of events designed to recruit destination students into signature programs offered by the Schools. Builds and maintains positive relationships at all levels of the University.

MAJOR DUTIES AND RESPONSIBILITES

- Under general supervision, performs a variety of advanced administrative support duties that requires a significant level of knowledge of the School of Business and School of Criminal Justice & Social



Sciences, policies, procedures, and operational details.

- Assist the Deans and Chairs in the planning and carrying out of events designed to recruit destination students into signature programs offered by the Schools.
- Exercises technical and functional direction over and provides training to student or hourly workers and to less experienced support staff, as assigned.
- Performs administrative support duties with little or no supervision, including but not limited to academic filing documentation for both faculty, program and courses, support services to full time and part time faculty, support to administrative staff in the School of Business and the School of Criminal Justice & Social Sciences, and providing overall office coordination for school activities.
- Schedules and organizes meetings and trainings for the School of Business and the School of Criminal Justice & Social Sciences, and acts as Meeting Secretary for committee meetings, department meetings when necessary. Provides assistance to the School of Business and the School of Criminal Justice & Social Sciences committees as necessary.
- Checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections to drafts.
- Completes all paperwork to insure adherence to hiring processes of part time faculty.
- Inputs and retrieves data and text using software programs and consolidates data into formats necessary for use by the School of Business and the School of Criminal Justice & Social Sciences.
- Transmits electronic copies of all scheduling permission forms to Office of Registration and Records and maintains an archive of those forms.
- Works with Deans for the School of Business and the School of Criminal Justice & Social Sciences to complete double audits of the Academic Bulletin, syllabi, and faculty office hours.
- Assist with the completion of HLC, ODHE, and ACBSP Accreditation Reports.
- Assist with Academic Bulletin updates.
- Help prepare seated Payroll.
- Other Duties as Assigned by Deans.



QUALIFICATIONS FOR THE JOB

Education:

- Candidates must have an Associate's Degree from an accredited institution.

Experience:

- 2-5 years' professional work experience as an Administrative assistant in Higher Education
- Strong communication and interpersonal skills;
- A record of integrity, confidentiality and leadership;
- The Administrative Assistant must be detail oriented, possess excellent verbal and written communication skills, and have the ability to maintain confidentiality.
- Computer proficiency in Microsoft Office Suite is required to create complex spreadsheets, documents, and databases.
- This is a full-time, 12-month, salaried, FLSA non-exempt position.

KEY COMPETENCIES

Interdependence: Fosters collaboration

Communication: Strong decision making and communication skills

Accountability: Formulates effective and progressive strategies aligned with University mission and values

Respect: Creates an engaging, collaborative work environment by bringing diverse people and ideas together.

Entrepreneurship: Influences and Inspires

PHYSICAL REQUIREMENTS

While performing the duties of this position, the employee is frequently required to sit, and stand.



We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our beliefs. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests. Tiffin University actively seeks to increase the diversity of its workforce. We are dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.

NONDISCRIMINATION POLICY: Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

Tiffin University is an Equal Opportunity Employer