



Hiring the right people in the right positions!

***** Administrative Assistant**

The Administrative Assistant will provide support to the Director at Style Mobb University. The Administrative Assistant will perform secretarial and clerical functions, handle a variety of office management details including director's calendar management, taking and typing meeting minutes, preparing correspondence, receiving visitors, scheduling, filing and carrying out special projects as assigned.

Qualifications:

- Microsoft Office
- Square operating skills
- Able to multi-task
- Excellent customer service and time management and skills
- Associate's degree and two years of related experience.

Responsibilities:

- Performs a wide variety of typing assignments, which are often confidential in nature.
- Prepares a variety of department reports, statements, and rosters.
- Gathers data and other necessary information.
- Drafts and prepares special reports/analyses for review.
- Maintain, update, and monitor social media including university website.
- Coordinates monthly university Newsletters publication.
- Establishes, maintains, and revises record keeping and filing systems. Classifies, sorts, and files correspondence, records and other documents.
- Arranges meetings, events, and conferences, schedules interviews and appointments, and performs other duties as defined by business manager and director.
- Understands and complies with activities and operations of the university governed by policies and procedures and regulatory standards.
- Engages in a variety of contacts outside the university in order to obtain or relay information, arrange meetings, etc.
- Opens, sorts, reviews, and distributes mail and prepares responses to routine inquires.

- Accepts and screens telephone calls for the university and routes calls appropriate.
- Develops an understanding of responsibilities for participation in quality improvement activities.
- Demonstrates sensitivity to all ethical considerations brought forth by students, faculty, and /or family members, reports student rights violations immediately to supervisor.
- Contributes to processes that support an interdisciplinary approach to student-centered education, research, and service.
- Performs other duties as assigned.