



OAKWOOD UNIVERSITY
EMPLOYEE SERVICES/HUMAN RESOURCE MANAGEMENT

NOTICE OF AVAILABLE POSITION

POSITION: Administrative Assistant to the Vice President

DEPARTMENT: Research & Faculty Development

STATUS: Full-time (38 hours)

QUALIFICATIONS:

- High School diploma or GED required; Bachelor Degree preferred
- Three years administrative experience preferred
- Excellent computer skills with strong working knowledge in Microsoft Word, PowerPoint, Excel, and Access
- Self-starter with ability to work independently and maintain strict confidentiality
- Can-do spirit and Christian attitude of love and respect for others; Strong work ethic
- Effective written, oral, and listening skills with strong attention to detail and accuracy
- Excellent math, English language and composition skills
- Analytical, problem solving and decision-making skills
- Ability to handle multiple projects and priorities in a professional and timely manner
- Ability to interact positively with students and all levels of staff and faculty
- Treat all with dignity and respect; Ability to read, analyze and interpret information and data
- **Must successfully complete the clerical examination with 70% accuracy, including typing speed of 45 words per minute with 70% accuracy**

BRIEF DESCRIPTION OF DUTIES:

- Schedules and organizes Vice President's calendar, meetings travel, conferences and activities
- Performs desktop publishing, database and document management with Microsoft Office suite
- Establishes, develops, maintains, and updates database and filing system
- Answers phones for vice President. Takes messages and answers routine & non-routine questions
- Sorts and distributes mail. Opens mail for vice President and drafts written responses as needed
- Acts as liaison with other departments and outside agencies, including high level staff
- Acts as project manager for special projects at the request of the Vice President
- Coordinated division workload with program/project assistants and student workers
- Maintains department finances including petty cash, check requests, travel reimbursement etc.
- Other relevant duties as assigned

SALARY: Commensurate with education and experience.

POSTING DATE: **January 4, 2019**

CLOSING DATE: **January 29, 2019**

HOW TO APPLY: **Interested persons must submit employment documents by email:** application, resume and copy of diploma/copy of transcript to hroffice@oakwood.edu. Please ensure that the position to which you are applying is placed in the subject line of

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the email. Applications are located online at www.oakwood.edu under Human Resources. All employment documents must be attached to the email. **Incomplete employment documents will not be reviewed.** You will receive an automatic reply upon receipt of your email.

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