



NATIONAL AMERICAN UNIVERSITY

POSITION DESCRIPTION Online Central Campus

To apply submit an employment application ([click here for application](#)),
resume, and letter of interest to: **Office Coordinator**
5301 S Hwy 16, Ste. 200, Rapid City, SD 57701

- I. POSITION TITLE:** Administrative Assistant III to the Online Central President
- II. EMPLOYEE CLASSIFICATION:** Administrative/Professional
- III. JOB CLASSIFICATION:** Non-Exempt
- IV. ACCOUNTABLE/REPORTS TO:** Office Coordinator and works closely with the President
- V. POSITIONS REPORTING TO THIS POSITION:** None
- VI. DUTY HOURS:** Generally 8:00 a.m. to 5:00 p.m. (40 hours per week). Some evening and/or Saturday overtime hours may be necessary from time to time.
- VII. MINIMUM REQUIREMENTS:**

EDUCATION: Associate degree required.

EXPERIENCE: One to three years of prior office experience required.

PHYSICAL: Must be able to exert force to move, lift and/or carry objects up to 40 pounds. Must have finger dexterity, excellent speaking, listening, comprehension, and communication skills.

SKILLS EXPECTATIONS: Must have professional oral and written communication skills. Must have a strong background in Outlook, Microsoft Word, Excel, and PowerPoint, able to maneuver easily within these programs; analytical/math abilities; must be a self starter, flexible, insightful, energetic, customer service oriented, and able to work well under stress while supporting various levels of leadership. Must have the ability to perform multiple tasks simultaneously and meet deadlines in an extremely fast-paced office atmosphere.

VIII. BASIC FUNCTION/PURPOSE OF THE POSITION: The purpose of this position is to assist the campus president, vice president's and other administrators by coordinating office functions and by facilitating proper handling of the purchasing process within the department in support of the mission of the university as defined by the university president and the board of governors.

IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:

- * A. Assist the administrative/executive staff with various administrative duties (i.e., official correspondence, office filing, appointment scheduling, record keeping at various meetings, messages, travel plans, light housekeeping, etc.).
- * B. Open, sort, and distribute daily mail. Prepare mailings for staff as needed.
- * C. Gather, review, and submit timesheets to the Human Resource Department, and deliver pay stubs and expense checks to the appropriate employees.
- * D. Assist employees and adjunct faculty while administering / collecting new hire paperwork and conducting orientation, complete job orders and descriptions, and conduct exit interviews. Prepare / collect term teaching assignments for the adjunct faculty each term.
- E. Update staff information as needed (i.e., telephone list, adjunct faculty master pay lists, bulletin boards, and any other building correspondence that is necessary).
- F. Assists with recording / distributing minutes for various meetings as needed.
- G. Ensure forms and mailroom supplies are stocked for area. Also make service calls for maintenance issues: copier, printer, fax, lights, refrigerator, etc.
- * H. Transfer incoming calls to the appropriate office/department.
- * I. Oversee departmental purchasing to include completing purchase order forms and coding to appropriate accounts and ensuring that expense reports are accurate.
- J. Schedule hotel, plane/car reservations for employees and guests as needed.
- K. Assist with preparation of Board Report.
- * L. Maintain schedule of the conference room and coordinate conference calls as needed.

M. Ensure daily that kitchen area is clean, stocked, and fully prepared for daily staff/guest use. Will be asked to use own transportation to transport guests, pick up orders, groceries, and supplies for events.

* N. Coordinate all activities/planning related to distance learning retreats, seminars, workshops, and in-services.

O. Schedule candidate interviews/travel if applicable as needed.

P. Assist with processing employee's visa and passport requirements for international travel.

Q. Other duties as assigned.

X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:

A. Campus Staff

B. Domestic and International Affiliates.

C. All other National American University Departments and Campuses

D. Students

E. Vendors

F. Public

XI. LIMITS OF AUTHORITY:

As defined by the policies, procedures, and practices of the university and/or the campus president.

National American University reserves the right to alter this position's job description/job duties to meet the needs and goals of the organization.

* Denotes essential elements of the position.