To apply, submit an employment application (click here for application), resume, and letter of interest to: Campus Director
7801 Metro Parkway Suite 200
Bloomington, MN 55425

ADMINISTRATIVE ASSISTANT
Position Description

Level of Position is Dependent on Education and Experience
Administrative Assistant I:
1. High school diploma or GED equivalent required; post-secondary business diploma or associates degree in related field preferred; and
2. One year previous administrative or customer service experience preferred.

Administrative Assistant II:
1. Associate degree required; Associate degree in Business preferred; and
2. At least three years applicable office experience preferred.

Summary
The Administrative Assistant greets and serves students, potential students, faculty, staff and other customers in a positive, friendly, customer-service oriented and efficient manner. The Administrative Assistant I provides administrative support to the campus executive officer and other staff/faculty as required, documents and coordinates admissions lead tracking information, enters lead information into the campus database in timely manner in accordance with the mission, core values, and purposes of the university.

Skills and Attributes
The Administrative Assistant must possess the following skills and attributes: excellent communication and telephone answering/coordination skills; multi-tasking; excellent computer skills (Windows environment to include MS Word, Excel and Outlook); excellent organizational and general clerical skills; have good spelling and grammar.

Essential Functions
The Administrative Assistant performs the following essential functions:
3. Functions as administrative assistant to the campus executive officer.
4. Greets all visitors, staff, faculty and students of the university in a friendly and customer service oriented manner. Serves as contact for the university in relaying information to students by phone or in person.
5. Sets up academic, financial aid and student accounts, program specific files on all new, re-entry or re-enroll students and sends series of letters.
6. Takes student absentee calls and fills out appropriate forms.
7. Manages and routes all incoming telephone calls to the university. Tracks all lead inquiries as defined by the campus or regional director of admissions. Follows designated phone script as defined by campus executive officer.
8. Monitors and inputs attendance into CampusVue.
9. Maintains university files as directed by the campus executive officer.
10. Processes all incoming and outgoing mail. Assists with direct/bulk mail efforts as well as coordinates re-entry, birthday and referral mailings.
11. Sends designated faxes and makes copies for students, faculty and staff as needed.
12. Takes minutes at weekly staff meetings if applicable.
13. Processes invoices for payment if applicable.
14. Performs other duties as assigned.

**Required Work Hours**

Works forty hours per week during daytime, evening, and weekend hours. Scheduled work hours may change. Overtime may be required, or permitted with prior approval.

**Reporting and Supervisory Responsibilities**

1. The Administrative Assistant reports to the Campus Executive Officer.
2. This position has no supervisory responsibilities.

**Physical Requirements**

The Administrative Assistant must be able to speak, hear, see, read, write, type, dial, reach, and bend.

**Travel**

Periodic travel, including airline travel and overnight stays, may be required.