



**Position Title:** Administrative Assistant, Computer Science/ Cybersecurity Division

**Reports To:** Division Chair, Division of Computer Science / Cybersecurity

**Department:** Computer Science/ Cybersecurity

**Classification:** Part-Time, Non-Exempt, 12-months

The Administrative Assistant will have a strong ability to manage multiple priorities and requests for information with agility, follow-up with issues to resolution, and provide customer-focused, quality support in a fast-paced environment.

#### **DUTIES AND RESPONSIBILITIES:**

- Provide overall efficient and effective staff support (file, maintain documents, produce reports, letters, etc.)
- Maintain and coordinate appointment calendar and schedule appointments (meetings, luncheons, dinner engagements, etc.)
- Provide routine schedule updates and briefs on subject matters prior to meetings as required
- Coordinate and confirm travel reservations and hotel accommodations
- Obtain and monitor a full range of office support services such as printing, maintenance, and supply services
- Direct visitors and callers from the campus community and the general public to the appropriate offices
- Screen calls and personally answers calls when the matter concerns routine and procedural requirements
- Control all incoming correspondence and route appropriately
- Draft brief letters and memorandums on subject matters upon request
- Manage the flow of office information/data
- Prepare presentation materials and correspondence
- Respond to donor, faculty, and staff inquiries as needed
- Perform additional tasks assigned

#### **MINIMUM JOB REQUIREMENTS:**

- Two years of administrative assistant experience required; Bachelor's degree preferred
- Available to work afternoons Monday through Friday
- Must be computer literate (i.e. Microsoft Office)

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of executive level administrative duties and clerical management
- Ability to process computer data (database and spreadsheet formats) and to format/generate reports
- Strong communication (written/verbal) and interpersonal skills
- Ability to manage multiple tasks in a timely manner
- Ability to utilize related automated systems and software
- Superior organizational and analytical skills

## **WORKING CONDITIONS/PHYSICAL DEMANDS**

Work is normally performed in a typical interior/office environment, which requires business professional attire. While performing the above job duties, the employee may be required to sit or stand for long periods of time. The employee, frequently, is required to walk, stand, reach and lift (25) pounds.

Qualified applicants should submit the following information in one (1) pdf document via email to: [jobs@loc.edu](mailto:jobs@loc.edu). Please put the job title in the subject line.

- Cover Letter
- Resume
- Unofficial transcript of highest educational level completed
- 3 references including contact information

**Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.**

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

**No Solicitations and No Phone Calls Please**