



**Position Title:** Administrative Assistant, Information Technology  
**Reports To:** Chief Information Officer  
**Department:** Information Technology  
**Classification:** Salary Exempt, Full-time, 12-months, Benefits Eligible

## **POSITION OVERVIEW**

LeMoyne-Owen College is seeking a dedicated and detail-oriented Administrative Assistant to join our IT Department. This position supports the Chief Information Officer (CIO) and includes procurement responsibilities specific to the IT Department. The ideal candidate will have strong organizational skills, the ability to manage multiple tasks, and a commitment to the mission of LeMoyne-Owen College.

## **DUTIES AND RESPONSIBILITIES**

### **Administrative Support:**

- Assist the CIO with daily administrative tasks, including scheduling meetings, preparing correspondence, and managing communications
- Maintain organized records of IT department activities, contracts, and vendor information. Prepare reports, presentations, and documentation for internal and external stakeholders
- Coordinate and manage office supplies, ensuring the IT office is well-maintained

### **Procurement Functions:**

- Assist in the procurement of IT-related goods and services by preparing purchase orders, reviewing requisitions, and maintaining procurement records
- Conduct vendor research, solicit quotations, and evaluate bids to ensure cost-effective purchasing for IT needs
- Monitor IT inventory levels and coordinate orders to maintain adequate supplies
- Ensure compliance with institutional procurement policies and procedures

### **Vendor Relations:**

- Establish and maintain positive relationships with IT vendors and suppliers
- Address vendor inquiries and resolve issues related to IT orders, deliveries, and payments
- Assist in negotiating terms and conditions with vendors to secure the best deals for IT purchases

### **Financial Management:**

- Assist in budget preparation and monitoring for IT procurement activities

- Process IT-related invoices and ensure timely payment to vendors
- Reconcile IT procurement records with financial statements to ensure accuracy

### **Compliance and Reporting:**

- Ensure all IT procurement activities comply with federal, state, and institutional regulations
- Prepare and submit required reports to management and regulatory agencies
- Assist in developing and updating IT procurement policies and procedures

### **MINIMUM QUALIFICATIONS**

- Associate's degree in Business Administration, Information Technology, or a related field (Bachelor's degree preferred)
- Minimum of 2 years of experience in an administrative or procurement role, preferably in an IT or educational setting

### **KNOWLEDGE, SKILLS, & ABILITIES**

- Strong organizational and time management abilities
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Familiarity with procurement software and financial management systems
- Basic understanding of IT terminology and equipment
- Ability to work independently and as part of a team
- Attention to detail and accuracy in record-keeping
- Understanding and commitment to the mission and goals of LeMoyne-Owen College
- Ability to handle confidential information with discretion
- Strong problem-solving skills and a proactive approach to task management

### **WORKING CONDITIONS/PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision.

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 or Phone Calls Please**