



**OTTERBEIN
UNIVERSITY**
Job Posting

Job Title: Administrative Assistant

Job Class: Support Staff

Department: Student Affairs

Reports to: Director –Office of Diversity and Associate Dean of Students

FLSA status: Full-time/ non-exempt/37.5 hours per week

To Apply: Please email an [Otterbein Employment Application](#), resume and cover letter including salary expectations to hr.jobs@otterbein.edu addressing this position in the subject; FAX 614-823-1511; or mail to Otterbein University, Human Resources, 1 South Grove Street, Westerville, OH 43081. Only submissions with a completed application will be reviewed.

For an Otterbein Employment Application or more information: Please visit

<http://www.otterbein.edu/public/About/Careers.aspx>.

BENEFITS at Otterbein include: tuition benefits for employees and their dependents, 4 weeks of vacation, 11 paid holidays, medical, dental, vision, and competitive employer contributions to a 403(b) retirement plan.

ABOUT OTTERBEIN UNIVERSITY: Historically progressive. That is the hallmark of Otterbein University and those connected to this private university nestled in the picturesque, historic Uptown Westerville district in central Ohio. Otterbein University was established in 1847, a set of deeply rooted values still guide this model community of leaders and learners. Otterbein has set the pace by providing an educational experience that is progressive, innovative and inclusive. Today Otterbein University enrolls 2,480 undergraduate students in more than 70 majors and 456 graduate students working toward one of six master's degrees or a doctor of nursing practice degree. Students come from towns throughout Ohio and represent 42 states and 11 countries, enriching the campus through their individual and collective diversity. Integrity, humane values and an inherently just, moral compass have guided Otterbein's forward-thinking vision and actions—from its curriculum to its responsibilities as a member of academic, regional and global communities.

SUMMARY: Completes a variety of administrative and clerical functions by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Student Conduct Responsibilities- Provides administrative support to the Associate Dean of Students. Maintains student conduct files. Coordinates Student Conduct and Appeal Council meetings, notifies committee members, schedules and attends meetings, takes the minutes and types decision letters to students and parents when appropriate. Prepares end-of-term and annual student conduct reports. Monitors and collects fines/sanctions and required alcohol class/assessment schedules. Serves as liaison with students who are required to have counseling or drug/alcohol assessments. Collects and maintains judicial student conduct surveys.

Assists with annual student conduct training for Appeals and Student Conduct Councils, and Residence Life staff.

Title IX/Wellness Responsibilities- Assists with distribution and design of promotional materials for Wellness events. Provide support for Title IX initiatives including programs, policy promotion and on-line education for new students. Maintains student records for sexual misconduct/alcohol on-line program for new students.

Office of Diversity Responsibilities- Provides administrative support to the Director of the Office of Diversity. Maintains and manages the budgets and expense reports. Provides supports for Office of Diversity sponsored programs and events. Manages International Student accident and illness insurance policy registration and payments, and the Kroger Book Loan account.

Publications- Updates Student Affairs publications including but not limited to the annual update of the *Campus Life Handbook*.

Administrative Responsibilities- Maintains and continuously updates the University Events Calendar/Student and Campus Activities calendars, using office and online scheduling procedures. Approves posters and calendar dates. Attends the Calendar Coordinating Committee. Assist Student Affairs departments as needed. Assists with summer conference contracts, room reservations and participant waivers. Assists Residence Life and the Student Health Center in processing new student health forms.

Answers telephone, opens mail, and greets students, faculty, staff and visitors. Orders offices supplies and shreds confidential information. Maintains office printer, fax machine and copier. In the absence of the Executive Secretary, provides administrative supports for the Vice President of Student Affairs. Collect and deposit student conduct fines and special event ticket sales money.

SUPERVISORY RESPONSIBILITIES: N/A

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or equivalent and a minimum of three (3) years of related experience required.

CERTIFICATES, LICENSES, REGISTRATIONS: N/A

LANGUAGE SKILLS: Must demonstrate competency in verbal and written English skills including grammar. Ability to establish and maintain effective working relationships in an academic environment.

MATHEMATICAL SKILLS: Must be competent in general math.

TECHNICAL SKILLS: Familiarity with computer systems. Knowledge of general office procedures; must be able to use general office equipment including office PC, copier, telephone, facsimile machine, etc. Must possess excellent customer service skills.

REASONING ABILITY: Ability to exercise a high degree of initiative, independent judgment and flexibility. Ability to exercise sound judgment in unusual or new situations and in dealing with confidential information. Must possess excellent attention to details; must be a team player and interact collegially with co-workers and other constituencies. Must take pride in and be thorough in quality of work produced.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to spend prolonged periods of time working on an office PC; able to reach, travel throughout

office to use other office equipment; must be able to see to process work that the position is responsible for completing; must be able to work under deadlines with constant interruptions. Must be able to meet regular and predictable attendance standards.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed in an environmentally controlled office setting.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Otterbein University is an Equal Opportunity Educator and Employer.

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission. Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald Director of Human Resources and Legal Affairs
Title IX Coordinator
614.823.1130