

**JOB DESCRIPTION**  
**DEAN OF STUDENTS**  
**ADMINISTRATIVE ASSISTANT**

**PURPOSE:** Reporting to the Dean of Students, the administrative assistant is responsible for day-to-day management and administration of the Student Experience Hub. The administrative assistant seeks to assist and meet the needs of students as well as be responsible organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency of the Student Experience office. This position is the “face” of student experience for students, therefore it is essential that this individual maintain a welcoming and helpful attitude at all times.

**OFFICE RESPONSIBILITIES:**

- Provide outstanding customer service to MC students, faculty, staff, alumni, parents and guests whether it be in person, on the phone or through other means of electronic communication
- Act as a receptionist for the Dean of Student’s office by monitoring/answering phones as well as responding to walk in customers.
- Organize office operations and procedures
- Maintain a business-like atmosphere in the lobby
- Open mail and handle and/or forward all incoming correspondence
- Manage departmental/student employment paperwork/time sheets/payroll (office staff and student workers)
- Provide office training to student workers and new professional staff members
- Manage departmental requisitions, pay orders, petty cash, and office credit cards.
- Manage the office copier which includes overall maintenance, ordering of paper and toner.
- Assist the Office of Student Success and Christian Life & Leadership with office tasks
- Other assigned duties as deemed necessary

**QUALIFICATIONS:**

- Bachelor’s Degree Required
- Experience working with college students
- Excellent computer and organizational skills
- Strong administrative, interpersonal, and communication skills
- Excellent people skills to interact with students, parents, and members of the institution
- Ability to make good decisions and have a good record of consistency in handling student needs
- Understanding of the importance of confidentiality and impartiality in all work
- Have an active and growing Christian faith.

Periodically this employee may be required to move objects that weigh up to 25 pounds. The employee is expected to use caution when moving objects and ask for assistance when unsure of the weight.

**Reports to:** Dean of Students