05-Feb-2018

**Administrative Assistant**
38961BR

**Job Description**

The W. P. Carey School of Business Graduate Programs office is looking for a self-starter who is service oriented, dependable, and displays sound judgement. This position will provide administrative support for our Graduate Programs Office. This position requires a strong attention to detail, at a quick pace, with a variety of assigned tasks and varying volume all conducted according to established procedures and policies. Duties include providing daily support of activities of the Graduate Programs suite, including supervising student workers, point of contact for operational needs within the unit and monitoring budget and account expenditures.

**Campus/Location**

Campus: Tempe

**Department Name**

WPC GPO Dean

**VP Code**

EXEC VP/PROVOST

**Job Family**

Clerical & Admin Support

**Full-Time/Part-Time**

Full-Time

**Scope of Search**

Open

**Grant Funded Position**

This is not a grant funded position and is not contingent on future grant funding.

**Category**

01

**Salary Range**

$16.03 per hour to commensurate with experience

**Close Date**

14- February-2018-EXTENDED

**Essential Duties**

- Provides daily unit and team support such as composing e-mail responses or other written communications, interprets and explains established policies and procedures, creates reports and information some containing specialized or sensitive information, and resolves problems within the
Provides daily general support such as tracking and communicating facilities related requests, daily quality assurance of copy room and sufficiently stocked supplies.

Provides office operations support such as receiving and screening telephone calls and visitors, scheduling meetings, conferences, seminars, and special events, maintaining supervisor’s calendar, maintaining record-keeping systems, opening and reviewing incoming mail, and responding to inquiries.

Maintains supervision of the front desk workers, including weekly coverage schedule and daily operational tasks are successfully completed.

Provides support for posting and maintaining the hire process for student workers within Graduate Programs.

Maintains record-keeping systems, updating databases and spreadsheets, for inventory, time reporting, budget, and account records and conducts database queries.

Monitors expenditures and performs basic bookkeeping; authorizes and/or approves payments within established department/unit guidelines with supporting documentation.

Collaborates with supervisor to implement unit efficiencies, practices, and procedures.

**Minimum Qualifications**

Four (4) years secretarial/administrative experience; OR, Certificate in Secretarial Science AND three (3) years of secretarial/administrative experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

**Desired Qualifications**

- Experience providing support to a large team
- Experience in supervising
- Experience with standard office policies and procedures
- Evidence of strong customer service through both verbal and written communications
- Experience in using proper grammar, spelling, punctuation, content delivery and sentence structure
- Experience in using Microsoft office applications (Outlook, Word, Excel, Access, and PowerPoint)
- Experience establishing and maintaining effective working relationships with faculty, staff, student, community partners and other stakeholders
- Experience in using Peoplesoft and Kenexa
- Experience maintaining accounting or bookkeeping records
- Experience in an institution of higher education

**Working Environment**

- Activities are performed in an environmentally controlled office setting, and are subject to extended periods of sitting, keyboarding, and manipulating a computer mouse (75%); standing for varying lengths of time and walking moderate distances to perform work (10%); bending, reaching, lifting, pushing and pulling up to 25 pounds (15%).
- Regular activities require ability to quickly change priorities, which may include and/or are subject to resolution of conflicts.
- Communicates both verbally and in writing when performing essential functions.
- Uses standard office equipment such as computer workstation/laptop (keyboard, monitor and
Department Statement

The W. P. Carey School of Business at Arizona State University is one of the largest business schools in the United States with more than 14,000 students pursuing undergraduate, master's, and PhD degrees. Solutions for the planet mean developing problem-solvers from around the globe. From our world-renowned faculty representing six continents to thousands of outstanding students who join us every year from around the world, the W. P. Carey School welcomes diversity and encourages global thinking.

Within America’s largest public university, the W. P. Carey School is committed to building a tight-knit community. Through small classes, team-based learning, and individualized attention every step of the way, your W. P. Carey experience is uniquely your own.

"The W. P. Carey School of Business educates tomorrow’s business leaders, takes an entrepreneurial approach to learning, and conducts groundbreaking research, in order to create positive change on a global scale."

ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

Employment Verification Statement

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

Background Check Statement

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

Instructions to Apply

Application deadline is 3:00PM Arizona time on the date indicated.
Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.