

**Position:** Administrative Assistant  
**Reports to:** Office Manager  
**Days/Hours:** Tuesday, Thursday 8:30AM to 5PM; Wednesday, Friday, Saturday 8:30AM to 4PM  
**Pay Range:** \$12-\$15/hourly

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*Position Duties:*

- Greet incoming visitors and notify appointment arrivals.
- Answer phones, direct calls, take & deliver messages, answer questions.
- Assist Office Manager, Director, Director of Career Services and other staff members as needed.
- Clerical duties including filing, auditing, inventory (textbook and supplies), and mailings.
- Data entry into an Access database, excel spreadsheets, and Salesforce.
- Communicate with students, staff, faculty, and employers by email and phone when requested.
- Review and correct resumes, research open job positions, and document files.
- Order, package, mail, and track textbooks for upcoming terms.
- Ability to assist students with minor technical problems.

*Skills and Qualifications:*

- High proficiency in Windows operating systems, Microsoft Outlook, Word, Excel, PowerPoint and Access based Databases.
- Ability to review and edit resumes.
- Effective communication skills.
- Great organization skills.

*Education and Experience Requirements:*

- Associate Degree or higher required.
- Previous office experience a plus, but not required.

To apply for this position, please complete the employment application and upload your resume online by going to: [CALS Employment Application](#) (Position Title: Administrative Assistant). No information will be provided via telephone.

