****

**Position Title:** Administrative Assistant to Academic

**Job Type:** Full-time

**Location:** Warren, Pa

**Date Posted:** 11/14/2018

**Close Date:** Open until filled

**Priority Deadline:** 12/10/2018

**Description:** This position functions as part of a team that manages an executive office through a collaborative, professional and friendly work style. This individual provides frontline office support such as answering phones, greeting foot traffic and managing emails. The successful candidate will be exceptionally organized, possess a strong work ethic, be highly collaborative, be able to multi-task, and hold the highest level of professionalism and discretion.

**Specific Responsibilities:**

* Assist the Academic department with administrative support of projects and presentations as requested
* Maintain the Vice President of Academics and Student Affairs schedule and long-term management of meetings, projects, and priorities
* Schedule all meetings and travel, including prioritizing meetings and communicating all relevant details to participants for the Academic Department
* Ensure Academic Department members are prepared for upcoming appointments by gathering materials necessary for each meeting
* Provide phone coverage, screening calls for appropriate handling. This includes handling service issues or complaints by directly managing or forwarding to the appropriate parties
* Interact with walk-in traffic, students, and personnel within the college or outside partners
* Review incoming correspondence, compose response letters, assist with emails, and other correspondence
* Maintain administrative record keeping systems and processes for departments served
* Maintain all necessary calendars, invitations, and meeting rooms
* Update and maintain various organizational charts and distribution lists
* Liaise with the executive administrative assistant to handle requests and queries from cabinet
* Order office supplies, verify invoices, and research new deals and suppliers
* Attend and keep minutes at the bi-weekly staff meetings
* Prepare documents and reports for internal and external meetings
* Maintain Newspaper subscriptions and review newspapers daily
* Maintain contacts lists
* Other duties and responsibilities as assigned

**Required Qualifications:**

* Minimum of 1 year of successful administrative support experience.
* Minimum high school diploma; some college is preferred
* Professional demeanor
* Very strong interpersonal skills to communicate effectively both in writing and verbally
* Exceptional organizational skills with the ability to multi-task
* Attention to detail and problem-solving skills
* Strong work ethic
* Ability to work collaboratively and thrive in a fast-paced environment
* Hold the highest level of professionalism with proven ability to handle confidential information with discretion
* Proficiency in Office 365 including Microsoft Office software programs, applications or tools (Word, Excel, PowerPoint, internet use for research)
* Regular, predictable, full attendance is an essential function of the job
* Willingness to work the required schedule, work at the specific location required, complete the employment application, submit to a background investigation (to include past employment, education, and criminal history)

**Physical Demands:**

* The physical and mental demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
* The successful candidate will be required to read; communicate verbally and/or in written form; remember and analyze certain information; and remember and understand certain instructions or guidelines.
* While performing the duties of this job, the associate may be required to stand, walk, and sit. The associate is frequently required to use hands to touch, handle, and feel, and to reach with hands and arms. The associate must be able to occasionally lift and/or move up to 25lbs/12kg.
* Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

NPRC is an Equal Opportunity Employer. NPRC does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

**Application Process:**

Please submit resume and a minimum of three references to:

Northern Pennsylvania Regional College

Attn: Clerical Search

119 Market Street

Warren, PA 16365

Or email to generaladministration@rrcnpa.org

Applications will be accepted until position is filled.

For additional Information, please call the NPRC Administrative Offices at 814-230-9010.