

UNIVERSITY OF DALLAS

Job Number: 12560UD

Administrative Assistant - Biology and Chemistry

Date Posted: July 20, 2022

WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the Best Regional Universities (West) and Forbes' Best Value Colleges. We are dedicated to and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, rich traditions, and exceptional employee benefits.

SUMMARY

UD is currently seeking an Administrative Assistant to provide support for the Biology and Chemistry department. This individual will support both departments' routine business and academic activities.

PRIMARY RESPONSIBILITIES

- Answer phone calls and direct calls to appropriate offices or take messages.
- Assist with managing faculty calendars: schedules, conferences, and travel; manage departmental calendar and email account for all official department events and communication.
- Assist with department travel arrangements, including filling out reimbursement forms.
- Operate office equipment, such as phone systems, copiers, and computers.
- Coordinate the maintenance and repair of office equipment.
- Work with the facilities department to submit work order requests to resolve office/building issues.
- Sort and route incoming correspondence, including email.
- Prepare outgoing mail, including letters for the O'Hara program and letters of recommendation.
- Perform data entry and prepare reports, letters, spreadsheets, and other documents, including EAFs and SEAFs, using word processing and database forms and software.
- Schedule student clerical and/or lab workers' assignments and document their time entries on BANNER.
- Maintain course files, including files of class materials and course evaluations.
- Assist in maintaining records, including loading course evaluations and other records on shared departmental drives.
- File and retrieve documents, records, reports, and other materials.
- Assist the department chairs in tracking faculty course loads.

UNIVERSITY OF DALLAS

- Maintain supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders, and verifying receipts.
- Coordinate and place book orders per established processes and timeframes.
- Assist in maintaining the department website in coordination with the department webmaster.
- Help with department newsletters and communication with alumni and prospective students.
- Coordinate with HR during departmental searches for adjunct and faculty positions.
- Prepare overload and adjunct contracts for the Office of the Constantin Dean.
- Monitor and reconcile budget to track expenditures using the FAST system.
- Hire student workers, manage their work, and document their time entries on Banner.
- Plan and oversee receptions for departmental events.
- Produce and post fliers for departmental events.
- Other duties as assigned.

MINIMUM REQUIREMENTS

- High School Diploma or equivalent.

PREFERRED QUALIFICATIONS

- Some college work preferred.
- Office administration experience strongly desired.

ADDITIONAL INFORMATION

- Ability to communicate effectively and grammatically, both orally and in writing.
- Strong computer skills, including the ability to work with Word, Excel, Google Workspace (including docs, sheets, forms, drive), Banner, and FAST.
- Ability to work effectively with individuals throughout the University.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life, and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition benefit for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.