

# UNIVERSITY OF DALLAS

Administrative Assistant

Job Number: 12396UD  
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## 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 English and Philosophy department. This individual will support both departments' routine business and academic activities.

## PRIMARY RESPONSIBILITIES

- Be physically present as receptionist 40 hours per week on a regular alternating schedule — 20 hours per week in the English Department and 20 hours per week in the Philosophy Department.
- Plan and oversee receptions for departmental events. In the English Department, these include the JPo and Senior Novel parties, Senior Comprehensive exam lunch, and Lendvay and DiLorenzo Award ceremonies. In the Philosophy Department, these include the Aquinas Lecture and Senior Dinner. For both departments, Christmas and Graduation receptions.
- Produce and post fliers for departmental events.
- Answer phone calls and direct calls to appropriate offices or take messages.
- Assist with managing faculty schedules, conferences, and travel, including filling out reimbursement forms.
- Operate office equipment, such as phone systems, copiers, fax machines 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 faxes and email.
- Prepare outgoing mail.
- Perform data entry and prepare reports, letters, spreadsheets, and other documents, including EAFs and SEAFs, using word processing and database forms and software.
- Maintain course files, including files of class materials.

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- File and retrieve documents, records, reports, and other materials.
- 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 Chairman, including loading course evaluations and other records on shared departmental drives.
- Monitor and reconcile budget to track expenditures using the FAST system.
- Assist in the preparation and/or proctoring of examinations.
- Hire student workers, manage their work, and document their time entries on BANNER.
- Other duties as assigned to ensure the efficient and effective operation of the department.

## MINIMUM REQUIREMENTS

- High School Diploma or equivalent.
- Strong computer skills, including the ability to work with Word, Excel, Google Workspace (including Docs, Sheets, Forms, Drive), BANNER, and FAST.

## PREFERRED QUALIFICATIONS

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

## ADDITIONAL INFORMATION

- Ability to communicate effectively and grammatically, both orally and in writing.
- Strong interpersonal and communication skills and the ability to work effectively with individuals throughout the University.
- High degree of flexibility.
- Ability to maintain emotional control under stress.

## 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.**