

# UNIVERSITY OF DALLAS

Job Number: 12759UD

Administrative Assistant (Math & Physics)

Date Posted: August 29, 2022

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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 Mathematics and Physics 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.
- 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.
- Maintain supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders, and verifying receipts.

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- 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 the 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.
- Other duties as assigned.

## MINIMUM REQUIREMENTS

- High School Diploma/GED.
- Strong computer skills, including ability to work with Word, Excel, Google Workspace (including docs, sheets, forms, drive), Banner and FAST.

## PREFERRED QUALIFICATIONS

- Some college work preferred, and office administration experience 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.

## 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.**