Position Title: Staff Assistant II
Department: Mass Media Arts
Reports To: April Lundy, M.F.A. - Interim Chair

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

Clark Atlanta University is seeking a candidate for a full-time Staff Assistant II position in the Department of Mass Media Arts. The successful candidate must provide general office management and clerical services by performing a variety of administrative duties and supporting daily operations for the Department. This position frequently handles academic data and data entry, as well as budget-oriented tasks. Also, sensitive and/or highly confidential data and material must be organized, prioritized, and triaged in a proactive and detail-oriented manner. The successful candidate should be able to shift priorities and multitask in a fast-paced environment. The successful candidate is a vital member of a team responding to internal and external demands with professionalism.
**Duties and Responsibilities:**

*Provide administrative and general office support and assistance, as assigned. Support includes maintaining the general office calendar, organizing, managing, and entering academic data such as class schedule and faculty information, scheduling meetings, and overall general office management and departmental spaces.*

*Serve as liaison to students, faculty, and staff regarding questions related to matriculation within the Department of Mass Media Arts;*  

*Supporting the Interim Chair’s management of the department’s business affairs;*  

*Collaborate with divisions and units across campus on an as needed basis to support the department; assist with ongoing record keeping and data management associated with the Department, including maintaining confidential records;*  

*Manage the front desk and student flow procedures;*  

*Manage budgets and budget-related transactions such as processing invoices, purchase orders, expense reports, departmental charges, and ordering supplies;*  

*Assist with planning and facilitating events and employee on boarding; credentialing, scheduling meetings, etc.;*  

*Assist with travel related arrangements, including travel approvals, registration, reservations, expense reports, and reimbursements;*  

*Maintains department keys, filing system, office equipment, etc.;*  

*May assist with conference planning, seminars, department events and development activities;*  

*Supervise work study students;*  

*Assist with the Department’s external organizational and corporate partnerships as required;*  

*Perform other duties as directed and required.*
**Knowledge, Skills, and Abilities:**

* Four or more years of previous administrative assistant experience;

* Experience in budget management;

* The ability to utilize available resources including other people and data to recognize and analyze work related problems, evaluate potential solutions, and act decisively in recommending or implementing solutions.

* Strong skills in attention to detail;

* Strong interpersonal skills are a necessity;

* Strong skills in timeliness – completing tasks within a reasonable amount of time;

* Ability to work in a fast-paced environment with demonstrated ability to handle multiple competing tasks and changing priorities;

* Ability to communicate comprehensively and professionally;

* Previous experience in higher education

* Excellent written and oral communication and computing skills;

* Excellent organizational skills;

* A strong commitment to customer service;

* Proficient in computer and office software (including Office 365);

* Self-motivated and detail oriented with excellent communication and organizational skills;

* Ability to be proactive and to quickly assess needs and requirements of the department;

* Knowledge of Canvas, Blackboard, or any learning management system a plus;

* Maintain a strong, self-driven work ethic that includes taking initiative and seeing assignments through to completion with attention to detail;

* Ability to consistently exercise considerable tact, judgment, and diplomacy while maintaining exemplary poise and professionalism;

* Ability to establish and maintain effective working relationships with students, faculty, staff, and administration.
**Minimum Hiring Standards:**

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<tr>
<th>Education</th>
<th>Bachelor’s Degree or higher</th>
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<tr>
<td>Years of Experience</td>
<td>Three years administrative or office experience</td>
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*Clark Atlanta University is an Equal Opportunity/Affirmative Action Employer*