



HEBREW UNION COLLEGE –JEWISH INSTITUTE OF RELIGION

**JOB DESCRIPTION**

<b>POSITION</b>	ASSISTANT TO THE DIRECTOR OF OPERATIONS/DIRECTOR OF THE SCHOOL OF EDUCATION
<b>JOB FAMILY:</b>	
<b>DEPARTMENT:</b>	OPERATIONS/ SCHOOL OF ED
<b>LOCATION:</b>	NEW YORK
<b>HIRING MANAGER:</b>	PAULA DWOSKIN SITZER/ JO KAY
<b>STATUS:</b>	FULL-TIME
<b>JOB LEVEL/FLSA:</b>	SUPPORT STAFF / NON-EXEMPT
<b>APPROVED BY:</b>	PAULA DWOSKIN SITZER
<b>EFFECTIVE DATE:</b>	ASAP (Posted 1/8/10)

**JOB SUMMARY**

The Assistant's responsibilities will include running monthly reports, maintaining/developing vendor relationships, assist in coordinating programs/events, ordering supplies; assisting in calendaring school and outside events. In addition will perform a variety of administrative duties, such as answering phone, maintaining and creating computer and paper files, tracking expenses.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*included, but not limited to:*

- ❑ Assist planning/coordinating major events including Graduation and Investiture and Ordination
- ❑ Assist in maintaining campus calendar; schedule meetings and coordinate leases for related events; preparation of all necessary materials for meetings and events, including correspondence, reports, proposals and information packets;
- ❑ Maintain office supplies and equipment; order supplies for staff/faculty as needed
- ❑ Involved in financial aspects of the SOE department/area; prepares and submits expense reports, monitors departmental expenditures, assists in preparation of budget. Responsible for overseeing faculty payroll processing.
- ❑ Projects might include: High School Honors Program
- ❑ Answer telephone; respond to reference inquiries. Convert draft correspondence, memoranda, reports, and other documents into typed-quality form. May draft correspondence and generate lease contracts. Distribute interoffice/intercampus correspondence.
- ❑ Perform Internet research on a variety of topics.
- ❑ Assist in other activities as identified and necessary that advance and support the work of the departments and the office of the Dean.

- ❑ Assist in orienting new staff/faculty/students on policy and procedures; oversee payroll processing for same.
- ❑ Coordinate information, as needed, with students

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- ❑ Strong written and verbal skills; ability to communicate effectively both orally and in writing;
- ❑ Ability to work with others; to interact positively with colleagues at all levels of the organization and with external clients/vendors to provide information with clarity, diplomacy and tact;
- ❑ Ability to recognize respect and safeguard matters of a confidential nature;
- ❑ Ability to maintain poise and courtesy under pressure;
- ❑ Approximately three years on-the-job experience in order to perform administrative duties in a professional and organizational setting; experience with vendor relations preferred.
- ❑ Ability to organize, multi-task, perform under pressure and complete projects with time deadlines;
- ❑ Keyboarding and computer skills in Microsoft Office including Word, Excel, Outlook, as well as ability to learn and use other software packages as necessary to manage correspondence, reports, and be knowledgeable in use of the Internet;
- ❑ Operate standard office equipment, including personal computer, printer, copier, telephone, and facsimile machines.

### **MINIMUM QUALIFICATIONS**

#### *Education and Experience*

Graduation from an accredited college with an Associates degree and at least three years experience in a similar level position.

### **SUPERVISION RECEIVED**

Works under general supervision

### **SUPERVISION EXERCISED**

NONE

### **WORKING CONDITIONS**

- ❑ Work *may* on occasion require more than 35 hours per week to perform the essential duties of the position;
- ❑ Normal office environment.