

2/11/11

Warren Wilson College
Position Description

POSITION TITLE: Administrative Assistant

DEPARTMENT: Student Life

REPORTS TO: Dean of Students

FLSA STATUS: Exempt

POSITION SUMMARY:

Oversees the management and administration of the Office of the Dean of Students.

SPECIFIC RESPONSIBILITIES:

Student services

- Assist students with identifying appropriate resources when they have specific needs.
- Respond to students needing support, including during crises.
- Conduct exit interviews when the Dean is not available.
- Make arrangements for support services for students experiencing a family emergency or extended illness.
- Respond to parent concerns and requests.
- Follow up on faculty and staff concerns regarding students, maintaining confidentiality.

Office management and programming

- Supervise, train, and evaluate student life work crew.
- Process work orders and manage maintenance of Dodge building.
- Coordinate office communications networks; take calls, answer questions, take messages, route calls and messages.
- Maintain the office calendar as well as setting appointments for the Dean of Students and other staff members as requested.
- Maintain student files including emergency information.
- Provide support for orientation, family weekend, and other student life programs.
- Attend early support meetings, take minutes and prepare advance materials.
- Maintain data bases related to early support and student conduct.
- Serve as liaison with student insurance representative.
- Process check requests.

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Campus communication

- Process student withdrawals notifying appropriate offices.
- Manage requests for appointments and distribute formal letters related to student conduct.
- Notify professors/work program about extended student absences.
- Manage early support email reports.
- Record and distribute minutes from student life division meetings and the student life committee meetings of the Board of Trustees.
- Review work of designated personnel to ensure accuracy.

WORKING CONDITIONS:

- Office setting.
- Occasional evening and weekend responsibilities.
- Must be able to handle multiple tasks and use discretion and good judgment in making decisions that affect the Office of the Dean of Students.

QUALIFICATIONS:

- Strong interpersonal and communication skills with a focus on being a good listener.
- Highly organized while managing a diverse range of tasks.
- Good decision making skills. Flexibility in complex situations.
- Knowledge of Microsoft office programs and a comfort level with computer work.
- Bachelor's degree preferred and/or at least five years of experience in a setting with a high level of personal interaction.

Desirable:

- Experience in a college setting.
- An understanding and respect of Warren Wilson's unique educational mission.
- Sense of humor!