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Administrative Assistant Wellesley College

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Job Title: Administrative Assistant
Department: Science Center and Astronomy Department
Institution: Wellesley College
Wellesley, Massachusetts

Date Posted: Jul. 29, 2009

Application Deadline: Aug. 14, 2009
Position Start Date: Available immediately

Job Categories: Professional Staff

Academic Field(s): Astronomy and Astrophysics
Sciences - General

Apply Online Here: <https://career.wellesley.edu>

Job Description:

Administrative Assistant
Science Center and Astronomy Department

Assists the Science Center Office Manager in administrative support of all Science Center activities and programs, including the Summer Research Program; produces the Summer Research booklet; provides administrative and computer support for the Sophomore Early Research Program; provides back-up coverage for the Science Center Office and acts as "administrative assistant floater"; orders all office supplies for Science Center departments and programs; distributes departmental mail to individual mailboxes during the summer for departments who have no summer coverage; processes outgoing and incoming mail to the Science Center; and, monitors fax and copy machines and other related duties, as required.

Two mornings a week, provides the administrative and operational support for the Astronomy Department and its Chair, managing that Department to ensure its smooth running; supports needs of the Chair, serving as liaison for the Department; monitors and prepares budget and ongoing accounting activities; administers payment of summer research students from various faculty grants; coordinates and assembles curriculum for course schedule (monitors for changes and notifies appropriate people); coordinates Scheduled/Self-Scheduled Final Exam information; manages work study students'™ employment; and, maintains confidential files, gathers data regarding seniors'™ future plans, records majors'™ grades, purchases and checks in and shelves astronomy library books and other related duties, as required.

Science Center schedule: 17.5 hrs./wk., full year
Astronomy schedule: 8 hrs./wk., 10 months.

Benefit-eligible position.



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Some college and three years of related office experience, preferably in an educational setting; excellent computer skills; strong oral and written communication skills; and, excellent organizational and problem solving skills.

Must be able to respond to varied demands and multiple projects simultaneously and must be able to work effectively in a culturally diverse environment.

To apply online, please use the following link:

<https://career.wellesley.edu>

or, send cover letter and resume, to:

Human Resources Office, Wellesley College, 106 Central Street, Wellesley, MA 02481

Application deadline August 14, 2009.

EEO/AA Policy:

Wellesley College is an EO/AA educational institution and employer.

The College is committed to increasing the diversity of the college community and the curriculum. Candidates who believe they will contribute to that goal are encouraged to apply.

Visit our website, at:

www.wellesley.edu/HR/

Contact Information:

Please reference AcademicKeys.com in your cover letter when applying for or inquiring about this job announcement.

Contact: Susan Doherty
Human Resources Department
Wellesley College
106 Central Street
Wellesley, MA 02481