Granite State College / Office of Academic Affairs
Administrative Assistant (OS/Grade 9)
Concord, NH.

This position supports the operations of the Office of Academic Affairs by providing administrative assistance to the Provost and related initiatives.

Essential Functions:

1. General administrative support to the Provost, including:

   - Serve as primary source of contact and liaison among students, faculty, staff, College administration, and external constituencies (including alumnae, etc.) on a range of day-to-day issues
   - Schedule appointments and meetings academic committees, faculty, current and prospective students, and outside constituencies; maintain daily Outlook calendar for Provost
   - Manage written communication including paper and email correspondence
   - Screen and handle telephone communication
   - Assist with travel arrangement to conferences, meetings, etc.
   - Organize and maintain administrative files
   - Support the Provost in documenting complex and confidential student issues
   - Respond to, and resolve, administrative issues and inquiries as needed
   - Assist with logistics for student and faculty events (i.e. Alpha Sigma Lambda, Student and Faculty Capstone Receptions, Faculty Development, Commencement)
   - Produce and/or proofread reports, proposals, and other time-sensitive documents
   - Provide support to academic committees (agenda, minutes, and reports)
   - Maintain sensitivity to diplomacy and confidentiality issues at all times
   - Manage the recording of the institutional research proposals
   - Perform other miscellaneous job related duties as assigned

2. Budget support:

   - Manage and track budgets as required by the Provost
   - Monitor departmental P-card expenditures; review charges on monthly statements, code transactions, and submit all back-up documentation to the Accounts Payable
   - Process budget transactions for the academic affairs, including invoice payments, check requests, travel and non-travel reimbursements, etc.
3. Provide administrative assistance regarding the hiring, review, and payment processes for full-time, and project faculty:

- Act as a liaison with Human Resources, Registrar, Information Technology, and Business Services regarding faculty contracts; ensure delivery of all contracts to these departments
- Administrative support for the faculty review process

4. Administrative support to search committees

5. Manage IRB submission process and review

6. Assist with Accreditation (self-study and site visit) preparations

Qualifications:

- High school degree (Associate’s degree or higher preferred).
- Five years of higher education experience.
- Knowledge of office practices and procedures.
- Supervisory skills.
- Organizational and analytical skills.
- Keyboard and computer skills, such as word procession, e-mail, internet, desktop publishing, spreadsheets, database management and software applications.
- Effective written and oral communications skills.
- Ability to establish and maintain effective working relationships with faculty, staff, students, and the general public.
- Knowledge of bookkeeping methods.

Additional Information: Must be able to travel to the other GSC centers in New Hampshire. Some nights and weekends may be required. This is a benefits eligible position.

Salary information: Minimum hourly rate is $15.34

Application Process: Send cover letter, resume, and names of three references to:
Mary Young, MSPM
Project Manager-Academic Affairs and Director of NH Transfer
Granite State College
Office of Academic Affairs
25 Hall Street
Concord, NH 03301

Or via email to: Scott.Stanley@granite.edu

Review of applications begins September 16, 2015, and continues until the position is filled.

Equal Opportunity / Affirmative Action: Granite State College is an EEO/AA employer. We are committed to creating an environment that values and supports diversity, equity, and inclusiveness across our campus community, and we encourage applications from qualified individuals who will help us advance this commitment. Hiring is contingent upon eligibility to work in the U.S.

No Phone Calls Please.