



## **Auerbach School of Occupational Therapy Administrative Assistant Job Posting**

### **POSITION/JOB SUMMARY:**

The Administrative Assistant is responsible for ensuring effective and efficient daily activities within the Auerbach School of Occupational Therapy. The position reports to Program Chair Cindee Quake-Rapp and Director of Operations Joe McCombs with the following duties and assignments (not limited to):

### **QUALIFICATIONS & RESPONSIBILITIES INCLUDE:**

- Support program chair and faculty with scheduling and other tasks as needed
- Manage communications for the program, phone calls, emails and walk-in traffic
- Assist in the application process and onboarding of incoming students
- Planning and organizing of events within the academic unit
- Strong attention to detail and the ability to prioritize and multi-task
- Processing reimbursements and various check requests
- Ability to work independently under minimal supervision
- Working knowledge of Mac & PC, Windows and Microsoft Office
- Inventory control and supply management, ordering course supplies
- Understanding of contracts in addition to accounts receivable and accounts payable
- Collecting, tracking and reporting data electronically within University systems

### **SKILLS AND EDUCATIONAL REQUIREMENTS:**

- Educational requirements, a baccalaureate degree in business or related area.
- Excellent customer service, organization, communication, and problem-solving skills.

### **PHYSICAL DEMANDS:**

Must be able to perform the following requirements for this position:

- Dexterity of hands and fingers to operate standard office equipment
- Ability to carry 10 to 15 pounds
- Sitting or standing for extended periods of time
- Bending at the waist, kneeling or crouching for periods of time
- Ability to read a variety of material
- Hearing and speaking to exchange information
- Reaching overhead, above the shoulders and horizontally

### **HOURS/ SCHEDULE:**

Monday-Friday: 8:00 am to 4:30 pm



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### **ABOUT SPALDING UNIVERSITY:**

Nestled in the midst of Kentucky's largest city, historic Spalding University combines a rich history and a commitment to community service as we attract students who desire a high quality education in a very personalized setting. An engaged faculty serves nearly 2500 students at the Bachelors', masters and doctoral levels, providing quality, real-world learning in liberal and professional studies.

Faculty, staff and students are united by the institutional mission:

***Spalding University is a diverse community of learners dedicated to meeting the needs of the times in the tradition of the Sisters of Charity of Nazareth through quality undergraduate and graduate liberal and professional studies, grounded in spiritual values, with emphasis on service and the promotion of peace and justice.***

With a focus on community service and leadership, Spalding offers all students a mission-driven connection to community and comprehensive learning resources while striking a distinctive balance serving the educational needs of both the traditional student and the working adult. In addition, our unique 6-week session delivery format affords students needed scheduling flexibility amidst other life responsibilities.

Spalding University is an Equal Employment Opportunity/Affirmative Action employer. The University complies with all federal, state and local equal employment opportunity laws. It is the University's policy not to discriminate against any individual or group of individuals and to provide equal employment opportunity to all qualified persons regardless of race, color, national origin, age, disability, religion, sex, pregnancy, sexual orientation, gender identity, marital status, military status, veteran status or other protected status. All job offers are contingent upon successful completion of a pre-employment drug screening as well as a criminal background check.

### **HOW TO APPLY:**

Please submit electronically your resume and cover letter to:

Yolanda Peterson

Human Resources Coordinator

[ypeterson@spalding.edu](mailto:ypeterson@spalding.edu)



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