

Administrative Assistant Institutional Advancement

Responsibilities: Under direct supervision, performs a variety of office support and/or clerical duties for the administrative area responsible for University Advancement. Specific duties include, but are not limited to: performing a wide variety of typing assignments which are sometimes confidential in nature; operates personal computer to enter data, draft, edit, revise, and print letters, tables, reports, and other materials; greeting and directing visitors, as and when appropriate; resolving routine administrative problems and answering inquiries concerning activities and operations of the unit; accepting, screening, and routing telephone calls; maintaining log of inquiries as required; performing a range of staff and/or operational support activities; may serve as a liaison with other departments on basic administrative and/or operational matters; sorting, screening, and distributing incoming and outgoing mail; drafting or preparing responses to routine inquiries; preparing photocopies and facsimiles, and operating a variety of office equipment; establishing, maintaining, processing, and updating files, records, certificates, and/or other documents; arranging meetings and conferences, scheduling interviews and appointments, and performing other duties related to maintaining one or more individual schedules; makes travel and lodging arrangements, either directly or through travel agencies; ordering, stocking, and distributing office supplies; may instruct and oversee the activities of student employees performing the same type of work; and performing miscellaneous job-related duties as assigned.

Qualifications: One to three years experience directly related to the duties and responsibilities specified, Bachelors Degree preferred; word processing and/or data entry skills; records maintenance skills and ability to maintain confidentiality of records and information; receptionist skills; ability to communicate effectively, both verbally and in writing; ability to understand and follow specific instructions and procedures; organizing and coordinating skills; skill in the use of operating basic office equipment; ability to create, compose, and edit written materials; and the ability to maintain calendars and schedule appointments.

Salary: Competitive salary range and comprehensive fringe benefits package.

Setting: Huston-Tillotson University evolved from Huston-Tillotson College which was founded in 1875 and is Austin's first institution of higher education. The University is an independent, liberal arts, church-related, historically black institution located on a 23-acre tree-lined campus near downtown Austin, Texas. The University is affiliated with The United Methodist Church, the United Church of Christ, and the United Negro College Fund. Undergraduate, four-year degrees in business, education, the humanities, natural sciences, and social sciences are awarded.

Application Procedure: Candidates should submit a letter of interest establishing qualifications for the position, a current resume, transcripts (unofficial copies suffice for the application step), and an HT application. HT applications can be found at www.htu.edu. This position is open until filled. Forward application packets to: Director of Human Resources, Huston-Tillotson University, 900 Chicon St., Austin, TX 78702-2795. To ensure receipt of your application, please send it with a read receipt if emailed, or with a signature request if mailed. Applicants will be contacted as appropriate.