Position Announcement

Position: Department Secretary - GSM

Department: Graduate Studies in Management

Reports to: Department Chair

Description:

The Secretary for the Graduate Studies in Management (GSM) department supports the Department Chair by providing administrative support as identified below. This position provides a presence in the GSM office and responds to questions from prospective GSM students about the programs.

Responsibilities:

- Enrollment management duties include but are not limited to: Working with students to complete enrollment process; prospective students should also be referred to the GSM admissions coordinator for follow up: sending acceptance/denial and convocation letters to students; and tracking students using Banner.

- Program support duties include but are not limited to: Scheduling and preparing classrooms; planning and preparing for convocation; and creating calendars/cost sheets and distribute to offices on campus.

- Administrative functions include but are not limited to: Coordinating with Academic Dean’s Office on graduation activities; working with department chair on outcome assessment materials; general correspondence; receptionist duties; and processing necessary Business Office documents.

Qualifications:

- Solid customer service skills and focus
- Excellent communication skills, both written and verbal
- Solid organizational and time management skills
- Skilled in all Microsoft Office applications
- Proven ability to operate independently

Education/Experience:

- 3 to 5 years general office experience required
- Associate’s degree is preferred
- Experience using Microsoft programs including Word, Excel, PowerPoint and Publisher

To Apply: Send cover letter, resume and three professional references to:
MidAmerica Nazarene University
Attn: Human Resources
2030 E. College Way
Olathe, KS 66062
hr@mnu.edu
913 971 3294

Review of applications begins immediately and will continue until the position is filled.

MidAmerica Nazarene University is interested in reviewing applications from qualified members of traditionally underrepresented groups in America, including women and racial and ethnic minorities.