Position Announcement

Job Title: Administrative Assistant

Department: Teacher Education, School of Education

Reports to: Chair, Teacher Education

Job Summary:

The Teacher Education Administrative Assistant is responsible for serving as the “face” of the Teacher Education Department, exemplifying a commitment to exceptional customer service and disciplined communication as well as a commitment to building relationships with prospective students and parents. Administrative tasks include receiving, screening, and assisting visitors, answering phones, and other routine tasks associated with the efficient running of an office including analysis of budgetary needs and the processing of confidential information. The administrative assistant works with faculty and staff from various university departments as events and conferences are planned and executed, meetings held, and students processed at given points in their academic career. This position requires strong communication skills, flexibility, and attention to detail.

Essential Duties and Responsibilities:

- Office duties include: receives and screens visitors, students and constituents, answers telephone, directs calls, takes messages and answers questions, distributes incoming mail and prepares outgoing mail, routine tasks associated with copying, faxing and filing.
- Administrative support for the department Chair, Faculty and Adjunct staff, and administrative staff within the department. Such as: meeting minutes, special projects, reports on budgets, collecting textbook forms, syllabi, gather data from databases, etc.
- Enter data and maintain/update student and class information in various software - Filemaker, Banner
- Organize and maintain budget reports, office supplies, travel arrangements for department staff, classrooms.
- Create and schedule course, update software, and ensure faculty /adjunct are scheduled for classes.
- Manage adjunct faculty contracts
- Provide support for Clinical and Field Base Experiences faculty such as: tracking student placements, support Teacher Career Fair, maintain credential files.
- Translation of department documents for International Student Teaching partners (current partnership with Costa Rica).
- Other projects and duties as assigned.

Qualifications: Each candidate should meet the following requirements.

- Bachelor’s degree
- Bi-lingual, Spanish and English
- Excellent organizational and customer service skills
Solid communication and interpersonal skills
Solid computer skills such as Microsoft programs including Word, Excel, and PowerPoint
Strong time-management skills and attention to detail

To Apply: Send cover letter, resume and a list of 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.

MidAmerica Nazarene University policy prohibits discrimination on the basis of race, gender, age, color, creed, national or ethnic origin, marital status, or disability in the recruitment and admission of students and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of gender or disability should be addressed to the Associate Academic Vice President, university coordinator of Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972, in the Academic Offices in Lunn Hall, (913) 971-3573.