Office of Academic and Student Affairs Assistant
Part – Time

***This job is located at IUPUC in Columbus, Indiana***

IUPUC—Indiana University-Purdue University Columbus—continues to deliver high-quality undergraduate and graduate degree programs aligned with and responsive to regional educational needs since 1970. IUPUC is located in Columbus, Indiana, and enrolls between 1,500 and 1,800 students annually. IUPUC offers academic programs to students who reside in Bartholomew, Brown, Decatur, Jackson, Jefferson, Jennings, Johnson, Ripley, Shelby, and other counties in southern Indiana.

We seek greater diversity in our faculty and staff to broaden students’ academic experience and to enrich our campus community. Candidates must be sensitive to the needs of and possess an interest in working in an academic community that is diverse with regard to gender, race, ethnicity, religion, nationality, sexual orientation or identity, disability status, and protected veteran status. We are seeking to fill the role of a part-time Assistant for the IUPUC Office of Academic and Student Affairs.

JOB SUMMARY
The Academic and Student Affairs Assistant is primarily responsible for providing administrative support to the Assistant Vice Chancellor and Associate Dean of IUPUC. Under general supervision, this role will aid the Office of Academic Affairs by providing general support and organization. This position will report directly to the Associate Dean of Academic and Student Affairs.

REQUIREMENTS
A high school diploma or GED is required. 2 or more years of relevant experience or background in higher education is preferred.

FUNDAMENTAL RESPONSIBILITIES
The role will provide general administration and organization including, but not limited to: scheduling meetings and room reservations; taking minutes at meetings and managing the storage of documents for various IUPUC groups; providing assistance with creating and setting up presentations; reporting duties through collecting or gleaning data and editing documents; curating calendars; project management duties including reporting, training, and other annual cycles; assuring promptness and accuracy in order to meet IUPUC and IUPUI deadlines; providing support for campus retention initiatives; assistance with ongoing communications to internal and external contacts; providing support during search and screen processes, promotion and tenure processes, reviews, professional development requests, and funding; aiding in webpage maintenance and development; assuring professional communications and customer service to all academic affairs and student affairs staff members; collaborating with various departments for project needs; creating name plates, business cards, and other needed marketing and promotional materials, as needed.

INSTRUCTIONS ON HOW TO APPLY
Qualified applicants interested in this position are required to send their cover letter, resume, and list of three professional references to Joan Poulsen, Associate Dean of Academic and Student Affairs, via email at jpoulsen@iupuc.edu. Please be sure to include the position title of “Office of Academic and Student Affairs Assistant’ in the subject line of the email. All applicants must complete a successful reference check and background check, as well as obtain employment authorization. This position will remain open until filled.

SALARY
The Office of Academic and Student Affairs Assistant will be paid hourly, at the starting rate of $15.00.

Columbus is located one-hour south of Indianapolis, 1¼ hours from Louisville, and 1½ hours from Cincinnati. Columbus is a unique Midwestern community with a population of 46,000 known for its world-class architecture. The American Institute of Architects ranked Columbus sixth in the nation for architectural innovation and design – right behind Chicago, New York, Boston, San Francisco, and Washington, D.C. There are wonderful programs for young children, many parks, excellent philharmonic orchestra, and people trails. The community is also well known for its culture and its predilection for innovation. For further information, please visit: http://www.iupuc.edu/ and http://columbus.in.us

COVID Disclaimer – Due to the COVID-19 pandemic, there may be differences in the working conditions as advertised in our standard job postings (e.g., the ability to travel from one campus to another, etc.). If you are invited for an interview, please discuss your questions or concerns regarding the working conditions at that time. Beginning with the fall 2021 semester, all Indiana University students, faculty, and staff will be required to be fully vaccinated for COVID-19 as a condition of enrollment / employment. To learn more about this requirement, view our COVID-19 vaccine information page.

Indiana University is an equal employment and Affirmative Action Employer and a provider of ADA services.

The Annual Security and Fire Safety Report, containing policy statements, crime, and fire statistics for all Indiana University campuses, is available online. You may also request a physical copy by emailing IU Public Safety at iups@iu.edu