



Division of Business

MBA Administrative Assistant (Part-Time)

This position is located at IUPUC in Columbus, Indiana

IUPUC—Indiana University-Purdue University Columbus—has delivered high-quality undergraduate and graduate degree programs aligned with regional needs since 1970. IUPUC is located in Columbus, Indiana, and enrolls between 1,500 and 1,800 students annually. Enjoy interacting with students, faculty, and staff who are committed to making a difference in the future of our region. Become part of an exciting opportunity to build our Business program.

RESPONSIBILITIES

The MBA Administrative Assistant directs administrative and operational aspects of the MBA programs at IUPUC. Responsibilities include program marketing, applicant recruitment, and admission of students. Monitor changes in graduate admissions policies and procedures. Advise graduate students on course sequence and selection, field experience selection, and career development issues. Assist Program Director with program assessment and evaluation activities. Monitor financial expenditures.

REQUIREMENTS

High school diploma and three years of related administrative experience. Bachelor's degree from an accredited institution and one to three years of related administrative experience preferred.

INSTRUCTIONS ON HOW TO APPLY

Qualified candidates are encouraged to apply online at <http://iujobs.peopleadmin.com/postings/66879>. A cover letter and resume must be submitted along with an online application. The deadline for applications is **September 30, 2018**.

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>

IUPUC is an EEO/AA employer, M/F/D/Veteran