Administrative 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 a part-time Administrative Assistant for the Division of Science.

JOB SUMMARY
The Administrative Assistant is primarily responsible for providing administrative support to the IUPUC Division of Science. Under general supervision, this role will aid the Division Head and departmental faculty by providing general support and organization, as well as serving as a liaison with other academic divisions and campus offices of IUPUC, IUPUI, IU Bloomington, and other internal and external entities. This position will report directly to the Division Head of Science.

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
This role will assist the Division Head in internal and external work related to the development, implementation, and on-going activities of the Division of Science at IUPUC. Address questions and provide information to students and visitors in person, and by phone and email, regarding Division of Science procedures and services. The Administrative Assistant will oversee the administrative and clerical support functions for the Division Head and departmental faculty. Responsibilities include, but are not limited to, developing and maintaining faculty files; producing departmental communications; analyzing results and prepares mandated reporting; assistance with documenting and coordinating the hiring of full-time and adjunct faculty within the division; and monitoring the departmental budget. A successful candidate should possess customer service skills; ability to work independently to perform required tasks; strong communication skills, both verbal and written; attention to detail; ability to multi-task; ability to follow-up and follow through; good work ethic; and commitment to the campus mission and vision.

INSTRUCTIONS ON HOW TO APPLY
Qualified applicants interested in the position are required to send their cover letter, resume, and list of three professional references to the Division Head, Dr. JD Mendez, via email at mendezja@iupui.edu. Please be sure to include the position title of “Administrative 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 part-time Administrative Assistant will be paid hourly, at the starting rate of $15.00.

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.