Office of Administration and Finance 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 Administration and Finance.

JOB SUMMARY
The Office of Administration and Finance Assistant is primarily responsible for providing administrative support to the Executive Director of Finance and Operations of IUPUC. Under general supervision, this role will aid the office by providing general support and organization. This position will report directly to the Executive Director.

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: serving as a first point of contact for office coverage for the Office of Administration and Finance, at the Student Financial Services Office window and processing student payments; processing HireRight background checks and employment verifications; onboarding and processing hourly and work-study hires; assisting as a backup payroll processor; and assisting with various other projects and duties as assigned.

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 Naomi Cohenour, Executive Director of Finance and Operations, via email at ncohenou@iupuc.edu. Please be sure to include the position title of “Office of Administration and Finance 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 Administration and Finance 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