



**ADMINISTRATIVE ASSISTANT  
DIVISION OF SOCIAL AND BEHAVIORAL SCIENCES/DEPARTMENT OF SOCIAL WORK**

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**REPORT TO:** Chair, Division of Social and Behavioral Sciences

**E CLASS:** FT 12-Month

**FLSA:** EXEMPT

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**PURPOSE:**

The Administrative Assistant for the Division of Social and Behavioral Sciences and the Department of Social Work provides comprehensive administrative support to the Division Chair and faculty. The position is responsible for managing office operations, coordinating departmental events, supporting the accreditation process, and ensuring seamless communication with internal and external stakeholders. This role requires strong organizational skills, attention to detail, and the ability to work in a fast-paced environment.

**PREFERRED QUALIFICATIONS:**

- Strong communication skills, both verbal and written, to represent the interests of the division and department to internal and external audiences.
- Experience working with institutional and programmatic accreditation.
- Ability to manage multiple priorities in a fast-paced environment with strong attention to detail.
- Proficiency in Microsoft Office Suite and administrative software tools.
- Prior experience working in higher education or a related field is preferred.
- Experience in planning and coordinating events.

**ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

- Provide administrative support to the Chair and faculty of the Division of Social and Behavioral Sciences and the Department of Social Work.
- Coordinate departmental meetings, events, and special projects, including scheduling, event logistics, and communicating with vendors and participants.
- Serve as a liaison between the division and external entities, including accrediting bodies, ensuring timely and professional correspondence.
- Assist with the preparation of reports and accreditation documentation, ensuring accuracy and compliance with institutional requirements.
- Manage office communications, including answering phone calls, responding to emails, and maintaining the department's filing system.
- Track and maintain departmental budgets, ordering office supplies, and processing invoices as needed.
- Perform other related duties as assigned.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Excellent organizational and time-management skills.
- Strong written and verbal communication skills.
- Proficiency in office software applications (e.g., Microsoft Word, Excel, PowerPoint).
- Ability to handle confidential information with discretion.
- Strong attention to detail and accuracy in performing tasks.
- Ability to work independently as well as collaboratively in a team environment.
- Familiarity with accreditation processes and standards.

**WORK ENVIRONMENT:**

The work is performed in a standard office environment. The position requires the ability to sit for extended periods, use office equipment such as computers and printers, and occasionally lift up to 25 pounds.

**TRAVEL:** No travel is required for this position

*\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.*

**SPECIAL INSTRUCTIONS TO APPLICANTS:**

A criminal background check will be conducted. *No phone calls will be accepted.* **Interested applicants should submit a resume, cover letter, and application to [hr@miles.edu](mailto:hr@miles.edu). Must be legally authorized to work in the United States without need for employer sponsorship, now or at any time in the future.** Due to the large volume of inquiries, applicants will only receive a response if there is a match, at which point the applicant will be contacted for an interview.

**NOTICE OF NON-DISCRIMINATION**

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