



ST. FRANCIS COLLEGE

Administrative Assistant, Academic Affairs **Divisions of Management and the Humanities**

About St. Francis College:

We are committed to diversity, equity, and inclusion and serve one of the most diverse student populations in New York City and the country. St. Francis College has a 160-year history of serving New York City's low-income, working class and immigrant families, and a mosaic of diverse individuals, offering our students opportunity—the opportunity to pursue a college education that is accessible and affordable and to use their hard-earned degree and experience to build careers and achieve economic mobility. Today, St. Francis College's student body is 28% Hispanic, 24% Black, and 26% White. Over 60% of students are female and 47% receive federal Pell grants. Candidates who are culturally competent and have the professional skills, experience and desire to engage with a collaborative and diverse college and community, are particularly sought after for employment with the College. To learn more about St. Francis College and our commitment to diversity, equity and inclusion, please visit us at <https://www.sfc.edu/>.

Job Summary: Reporting to the Manager of Administrative Services and Student Support and select department chairpersons, the Administrative Assistant provides a broad range of administrative support to a variety of personnel within the College's Office of Academic Affairs, divisions of Management and Humanities. This full-time position works closely with the faculty and department chairpersons within various academic departments, including, but not limited to, those in Accounting, Management, Information Technology, English, Interdisciplinary Studies, Fine Arts and Communication Arts.

Duties and Responsibilities:

- Schedule appointments and make meeting arrangements; maintain meeting calendars.
- Answer phones, route calls and take messages.
- Assist with projects and special events.
- Maintain monthly calendar of events for academic departments.
- Liaise with internal and external stakeholders for opportunity programs.
- Receive, open and distribute office mail as appropriate and handle filing.
- Process accounts payable invoices.
- Coordinate the beverage, paper, and supply orders with the College's preferred vendors.
- Assists at meetings by note taking and taking minutes as needed.
- Prepare correspondence on College letterhead.
- Update and maintain mailing lists.
- Investigate any billing issues.

- Coordinate travel arrangements.
- Create flyers promoting College events, invitations, programs and journal ads.
- Assists Faculty Standing Committee(s) with administrative duties and other tasks.
- Perform all other duties as assigned.

Qualifications:

- Minimum of an Associate's degree; Bachelor's degree preferred.
- Previous administrative experience preferred; experience working in a higher education environment preferred.
- Proficiency with Microsoft Office, Excel and Outlook applications.
- Prior database experience, preferably with Datatel Colleague, Navigate, Canvas Learning System and Oildex Open Invoice.
- Good oral and written communication skills.
- Professional telephone demeanor.
- Strong attention to detail.
- An appreciation and understanding of working in an inclusive, engaging and diverse college environment.
- Communication skills and cross-cultural abilities to maximize effectiveness with diverse groups of students, colleagues and community members.
- Commitment to diversity, equity, and inclusion in the workplace, and efforts to embed it into the St. Francis College culture.
- Ability to interact collaboratively and professionally with diverse groups and constituencies throughout the College.
- Culturally sensitive with an understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.
- Strong commitment to the College's mission and to its students, faculty and staff.

St. Francis College is committed to providing opportunities to all persons without regard to sex, race, creed, color, religion, national origin, citizenship status, age, disability, marital status, gender identity or expression, predisposing genetic characteristics, status as a victim of domestic violence, sexual orientation, status as a Vietnam-era or special disabled veteran, or any other characteristic protected by law in its education programs and activities or employment. The College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to equity and to increasing the diversity of our faculty, staff, students, and the curriculum. Applications by members of all underrepresented groups are encouraged.

Interested applicants can apply by [clicking here](#).