

POSITION VACANCY ANNOUNCEMENT

Applications are invited for consideration for the following position:

LOCATION: <u>McNair Scholars/LSAMP Office</u>	APPOINTMENT TITLE: <u>Administrative Assistant I</u>
SALARY RANGE: <u>\$21,840-\$24,960</u>	LOCAL TITLE: <u>Administrative Assistant</u>
IF PART-TIME, % OF TIME: <u>80%</u>	THIS POSITION IS: <input type="checkbox"/> EXEMPT <input type="checkbox"/> NONEXEMPT

DUTIES AND RESPONSIBILITIES

The Binghamton University Ronald E. McNair Postbaccalaureate Achievement (McNair Scholars) and Louis Stokes Alliance for Minority Participation (LSAMP) programs are seeking an Administrative Assistant (AA) to work 30 hours per week. This is a 12-month, grant-funded, position, contingent upon renewal. Typical work hours will be 11:00am-5:00pm during the academic year and 10:00am-4:00pm during summer and winter intercessions with the possibility of 20 hours per week during intercessions. AA will receive and direct calls and visitors; distribute mail, review correspondence, respond to routine inquiries; arrange meetings and appointments; format and manipulate text and data from various sources to produce and/or revise complex documents; gather data from various sources and conduct specific studies as directed; assist supervisor with report compilation by preparing initial drafts, making revisions as directed, and coordinating distribution of final copy; maintain and update office files and databases; order supplies and process purchase orders. AA will interact with staff outside the office to explain, inform or resolve routine problems related to office function and may sign routine correspondence. AA will assist with providing program services to students, faculty and staff. AA will also oversee the work flow within the office, direct work of students within the office and may be responsible for supervising students. AA will assist supervisor(s) with other duties as assigned.

EDUCATION AND EXPERIENCE REQUIRED

Required qualifications: High school diploma, excellent computer skills (Microsoft Office applications and Internet proficiency a must), outstanding verbal and written communication skills, the ability to work occasional evenings and weekends, exceptional proof-reading and editing skills, and experience working with diverse populations. Preferred qualifications: Associate's Degree in business or related field, 3 or more years of progressively responsible office experience, proficiency with campus software applications (such as Banner and OmniUpdate) and ability to work independently.

ADDITIONAL INFORMATION

Interested candidates should submit a cover letter, resume, and the names and contact information for three professional references in a PDF to the email address below.

Persons interested in the above position should submit a resume along with a letter of application to the following:



Name: Shanise N. Kent, Associate Director
Department: McNair Scholars/LSAMP
Address: Binghamton University
 PO Box 6000
 Binghamton, NY 13902
Email: skent@binghamton.edu

Closing Date for receipt of applications:
 Open until filled

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