



Section I. – Job Details

Job Title:	Graduate Programs Administrative Assistant	Hourly/Salary:	Hourly
Department Area:	School of Education	Classification:	Non-Exempt
Location:	Campbellsville, KY	Travel Required:	No
Reports to:	Dean, School of Education	Position Type:	Full-Time
Position Fill Date:	1/30/2023		

External Posting URL – www.campbellsville.edu

Internal Posting – Human Resources Job Board

Section II. – Application Submission Information

FAX	EMAIL
<p>(270) 789-5180</p> <p>Subject Line: Graduate Programs Administrative Assistant</p> <p>Attention: HR Director</p>	<p>jobs@campbellsville.edu</p> <p>Subject Line: Graduate Programs Administrative Assistant</p>
ONLINE	MAIL
<p>Click Link Below</p> <p><u>APPLY HERE!</u></p>	<p>Scan QR Code</p>  <p>Director of Human Resources Campbellsville University 1 University Drive, UPO 944 Campbellsville, KY 42718</p>

Section III. – Job Description

Job Summary:

POSITION: Administrative Assistant

REPORTS TO: Dean

AREA: Graduate Programs

STATUS: Full-time

QUALIFICATIONS: Bachelor's degree, office work experience; proficiency in MS Word, Excel, Publisher, Outlook Express, and Internet research.

Job Responsibilities:

1. Prepare and maintain agenda and minutes for all graduate faculty meetings
2. Word process, develop spreadsheets, type and file reports, letters, and program documents as needed.
3. Maintain and monitor documentation in ACCESS and ONBASE.
4. Enter all CAP data including but not limited to field experience summary forms, program assessments, dispositional assessments and create data reports to be used in analysis of program data for faculty and advisory council meetings.
5. Enter data into the EPSB website.
6. Work cooperatively with Dean in school-based mentoring assignments.
7. Works cooperatively with the Graduate Program Chair in the unit's Continuous Assessment Plan.
8. Answer telephone, take messages, send and receive faxes.
9. Maintain historical data with supporting documentation.
10. Work collaboratively with the Graduate Program Chair and Dean regarding preparation for on and off campus activities.
11. Assist students and coworkers.
12. Conduct internet research as needed and/or requested.
13. Other duties as assigned by the Dean.

Skills/Qualifications:

Bachelor's degree, office work experience; proficiency in MS Word, Excel, Publisher, Outlook Express, and Internet research.

Essential Duties:

- Working hours necessary to perform job requirements satisfactorily on a regular basis.
- Managing absences from work in a responsible manner to ensure service to university faculty, staff and students.
- Complying with Campbellsville University policies and practices and seeking clarification of them when necessary.
- Honor the mission of Campbellsville University and abide by rules and regulations and Standards of Conduct outlined in the Administrative Policies and Procedures Manual.

Campbellsville University is a comprehensive, Christian institution that offers pre-professional, undergraduate and graduate programs. The university is dedicated to academic excellence solidly grounded in the liberal arts that fosters personal growth, integrity and professional preparation within a caring environment. The university prepares students as Christian servant leaders for life-long learning, continued scholarship, and active participation in a diverse, global society.

The individual employee is expected to conduct him, or herself, both on campus and off, in a manner becoming an employee of a Christian institution, and the employee should uphold the highest standards of conduct in terms of honesty, truthfulness, respectful attitude, and conduct toward others. Each individual associated with Campbellsville University is to perform his or her daily responsibilities mindful of the intent of the institutional mission statement and core values.

Employees must be able to perform the essential functions of the position with or without reasonable accommodations.

Section IV. – For HR Use Only

Approved by Human Resources 1/12/2023

Posted Internally 1/12/2023

Posted Externally 1/12/2023