

# ADMINISTRATIVE ASSISTANT

## COLLEGE OF BUSINESS

**Description:** Assists the Dean of the College of Business and faculty in the College's operation, administration, and development. Coordinates collection, documentation, and maintenance of data in relation to accreditation and continuing improvement. Manages the flow of work within the divisions of the College of Business and advises other administrative support personnel on matters of policy and procedure.

**Minimum Requirements:** A high school diploma and work experience that is directly related to the area of employment. A bachelor's degree may be substituted for the related work experience. A degree in business, office administration, or a related field is advantageous. Must have strong skills in providing excellent customer service and demonstrate strong ethics. A valid driver's license and safe driving history are required.

**Knowledge, Skills and Abilities:** Ability to establish and maintain an effective working relationship with outside agencies, and faculty, staff, and students; Office management skills and advanced computer skills in the use of Microsoft Office including Excel, Word, and various statistical software; Math skills for statistical analyses and management of time sheets and inventory control; and the ability to train and supervise clerical staff.

**Hire Range:** \$32,686- \$ 38,000 annually

**University Hours:** 8:00am – 5:00pm, Monday – Friday

**Position Work Hours:** 37.5 hours per week.

**Class Code:** AA75 – **State Title:** Adm. Assistant

**Position #:** – **Band:** 04

Search openings at [careers.sc.gov](https://careers.sc.gov)

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Fringe Benefits

Applications must be submitted online at [www.careers.sc.gov](https://www.careers.sc.gov). Receipt of individual applications not acknowledged. See position status at [www.lander.edu/hr](https://www.lander.edu/hr). Lander University is a tobacco-free campus. All final candidates are subject to successfully completing background requirements.



Lander University is committed to equal opportunity employment and being an employer of choice. Lander believes that corresponding differences within the faculty and staff, whether based on ethnicity, race, gender, religion, age, or other experiences, are tremendous assets to the role of Lander as an educational institution and within the community, region, and state. Moreover, Lander is an Affirmative Action/Equal Opportunity Employer. As a result, it is the policy and commitment of Lander that it will not discriminate based on race, color, religion, sex, national origin, age, disability or other protected characteristics.