

POSITION DESCRIPTION

Position Title: Administrative Assistant for Diversity, Equity, and Inclusion (DEI)

Department: Diversity, Equity, and Inclusion

Supervisor: Vice President for Diversity, Equity, and Inclusion

Position Summary: The Administrative Assistant provides clerical and administrative support to the Vice President for Diversity, Equity, and Inclusion; Human Resources operations; and appropriate areas of Title IX/Compliance work.

Job Responsibilities:

I. Clerical Support

Provide general office management for the office of the Vice President for Diversity, Equity, and Inclusion, including but not limited to:

- A. Greet visitors to office; provide direction for proper assistance.
- B. Initiate, direct, or redirect telephone communications
- C. Organize and maintain the VPDEI's calendar
- D. Schedule/coordinate appointments & meetings
- E. Assist in coordinating travel for work-related meetings, conferences, etc.
- F. Maintain calendar/reservations for the VPDEI conference room
- G. Open and distribute mail
- H. Make copies and fax documents.
- I. Prepare documents for distribution or mail.
- J. Maintain files as needed.
- K. Create and process purchase orders, check requests, and journal transfers as needed for DEI purchases and/or reimbursements
- L. Reconcile the VPDEI's credit card, which includes the submission of receipts and coding expenses to the appropriate budget

II. Administrative Support

Provide general support and assistance to the VPDEI and directors within the division, including but not limited to:

- A. Maintain an accurate log of vacation & sick leave utilization for division.
- B. Serve as point of contact for multiple safety training initiatives
- C. Manage TLU account with SafeColleges and other training resources.
- D. Promote and monitor required and optional training initiatives.
- E. Provide support for Board of Regents committee(s) for which the VPDEI serves as staff liaison.
- F. Serve as recorder of minutes of meetings as assigned.

III. Human Resources Operations

- A. Assists with new employee orientation
- B. Processes Workers' Compensation claims
- C. Work with Human Resources and other campus departments that require compliance checks, including but not limited to background, education, and driving record checks. Report results to Human Resources and other required department heads. Maintain records for proof of compliance.
- D. Ensure latest version of compliance posters are hung in prominent locations on campus
- E. Create and distribute Activity Cards for new employees
- F. Work with Admissions & Marketing to ensure Beck Center employees are accurately listed on the Directory
- G. Send obituary notices to campus community at the direction of the Human Resources Director. Order an arrangement to be delivered to service.
- H. Support Summer Programs with training requirements for summer camps.

- IV. Title IX Services
 - A. Schedule student and employee meetings with the Director, Title IX Services and/or Investigators
 - B. Assist with the scheduling and preparation of materials for student, student organization, and employee training sessions
 - C. Assist with scheduling and preparation of materials for advocacy programs

- V. Professionalism
 - A. Maintain a professional image
 - B. Keep the work environment neat and orderly
 - C. Maintain a safe environment through adherence to all safety procedures
 - D. Protect confidentiality of sensitive documents and information without fail.

- VI. Teamwork
 - A. Work as a team player, supporting and assisting other employees
 - B. Identify and participate in resolution of departmental/institutional problems with continuous quality improvement as a goal
 - C. Enhance team effectiveness through dependability

- VII. Employee Service
 - A. Make employees feel welcome and respected as individuals, treating them with courtesy and dignity.
 - B. Exhibit appropriate behavior to employees
 - C. Demonstrate essential telephone courtesy

- VIII. Perform other related duties as assigned or requested.

Qualifications:

- I. Education Two years of college or equivalent required.

- II. Experience Minimum of 2 years experience required, Additional experience may substitute for college requirement.

- III. Knowledge, Skills & Abilities
 - Excellent communication skills, both oral and written
 - Strong interpersonal and employee relations skills
 - Must be able to maintain a high level of confidentiality
 - Ability to plan and arrange own work, including organizing, tracking, prioritizing, and follow through on assignments, tasks, and projects
 - Must be detail-oriented with attention to accuracy
 - Must have a sincere desire for service
 - Problem-solving skills; Ability to analyze facts and circumstances to determine appropriate action to be taken within the limits of standard practice
 - Administrative skills in all facets of executive office management
 - Proficient computer skills, including word processing and spreadsheet applications

Physical Demands:

Work is primarily sedentary, requires normal concentration and manual dexterity to perform routine wordprocessing tasks

Working Conditions:

Work is performed indoors in a typical office setting.

Organizational Data:

This is a non-exempt position. The Administrative Assistant for Diversity, Equity, and Inclusion does not supervise other staff.

Professional Affiliations:

None required

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified

Employee Signature

Date

Supervisor Signature

Date

Effective Date: February 2021