



MERCYHURST

UNIVERSITY

501 East 38th Street
Erie, PA 16546

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mercyhurst.edu

Administrative Assistant

Department: Office of the Provost
Location: Erie
Reports to: Executive Director for the Office of the Provost
Closes: Open Until Filled

SUMMARY

The Administrative Assistant at Mercyhurst University has a primary role of supporting the Office of the Provost in all administrative functions.

RESPONSIBILITIES

- Assists in managing the Provost's schedule including regular appointments and requests.
- Open, sort and distribute incoming correspondence, including faxes and email.
- Answer and handle incoming phone calls.
- Organize and maintain effective and accurate system for storing electronic and paper documents appropriate to the Provost's Office.
- Record, draft, edit, and distribute minutes for various faculty, administrative, and Board committees as directed.
- Manage record keeping for departmental finances including review of submitted expense reports, processing of honoraria, and monitoring of budget variances.
- Coordinate tasks as needed with offices across campus.
- Assist in maintenance, editing and revision of departmental policy manuals and handbooks.
- Maintain a welcoming office atmosphere for faculty, staff, students, and guests.
- Coordinate necessary travel and accommodation arrangements for the Provost.
- Monitor and purchase supplies necessary for the Provost's office.
- Coordinate scheduling of appropriate faculty and administrative committees
- Exercise initiative as appropriate to handle issues not needing direct intervention by the Provost.
- Other assignments and projects as directed.

QUALIFICATIONS

- Strong working knowledge of Microsoft Office suite, in particular excel and word processing skills.
- Strong writing and grammar skills, with ability to compose the text of appropriate letters.

- Strong interpersonal skills.
- Ability to take and produce accurate minutes.
- Must be able to make independent decisions when seeking to resolve challenges in the daily operation of the office.
- Ability to make appropriate decisions about matters in the absence of the provost and to appropriately prioritize items in the workload.
- Ability to deal with various situations that may arise in the office with a pleasant and cooperative attitude.
- Knowledge of and experience in higher education preferred.
- Ability to maintain strict confidentiality.

EDUCATION

Bachelor's degree and three years of administrative work is preferred.

APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled. Send cover letter, resume and 3 work-related references to:

Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate on the basis of race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

Candidates must be currently eligible to work in the United States.