Administrative Assistant to the Dean & Program Coordinator (30 hours per week)

Position Title: Administrative Assistant to the Dean & Program Coordinator (30 hours per week)

Overview:

Olin College in Needham, MA is a community of faculty, staff, and students dedicated to its mission to transform engineering education. We seek team-oriented individuals interested in supporting a student-centered and innovative environment by excelling at their own immediate responsibilities and contributing to the college as a whole.

Summary:

The Administrative Assistant to the Dean & Program Coordinator is a generalist position that manages office operations, provides administrative support for the Dean of Student Affairs, serves as advisor to activities and engagement related student organizations, and supervises student employees. This position provides opportunities to engage in all areas of Student Affairs including, but not limited to, programming, student activities, student organizations, student support, and residence life. The coordinator will be a team member in the Office of Student Affairs and Resources and will contribute to the development and support of students.

Responsibilities:

Administrative Support

- Assist the Dean of Student Affairs with scheduling meetings, calendar management, triaging student issues, production of publications, data management, general office support, and project work.
- Serve as the front-line connection for students, faculty, staff, parents, and others who contact the office in person, on the phone, or via the web or email, triaging questions and concerns and distributing them appropriately.
- Manage, create, and update department web pages, calendars, and social media accounts.
- Plan, execute, and/or provide support for events such as student leader and student staff training, housing selection, orientation, commencement, educational programs, and others.
- Recruit, train, and supervise student employees.
- Participate in meetings and assist with projects involving members of the Student Affairs and Resources team as needed.
- Oversee physical spaces such as the Student Affairs office suite, storage rooms, and activity spaces.
- Perform general administrative duties such as ordering supplies, answering the phone, fielding questions,
Student Clubs, Organizations, and Event Planning

- Serve as advisor to Student Activities Committee (SAC) and community service committee (SERV)
- Provide training on budget management and other issues for student clubs and organizations
- Assist student government and other student organizations with budget management.
- Assist in the oversight of annual student club and organization registration process
- Provide information to students who inquire about starting new clubs
- Work with students on event planning, risk management, contracts, fundraising, and accountability within institutional polices and protocols

General

- Model, actively engage with, and support a deep commitment to diversity, equity, and inclusion
- Attend and actively engage in all staff meetings, retreats, and development opportunities
- Serve on committees and events at the request of the Dean
- Other duties as assigned.

Minimum Requirements:

Successful candidate will have an interest and/or background in higher education and/or student affairs; strong verbal and written communication skills; exhibit initiative taking, creative thinking, and a problem solving orientation; have attention to detail, accuracy, and a high level of discretion; have excellent interpersonal skills; proficiency in Microsoft and Adobe software suites as well as web-based and social media applications, and the ability to organize, prioritize and work independently with little direct supervision.

Must have at least three years of office administrative experience. Associate degree preferred, experience in a student affairs related field a plus.

Please send resume and cover letter to jobs@olin.edu. Please include your reason of your interest in working at Olin College of Engineering.

Olin College is an Equal Opportunity Employer.

Non-discrimination/Affirmative Action Statement

In accordance with its own values and with federal and state regulations, Franklin W. Olin College of Engineering does not discriminate in admission, programs, services or employment—including the recruitment, hiring, training and promotion of persons in all job classifications—on the basis of race, color, religion, gender, national origin, sexual orientation, age, physical or mental disability, or veteran status.

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