

Administrative Assistant

Company background

INTO University Partnerships collaborates with leading universities to provide international students with a personalized and highly supportive learning environment in which to acclimatize to life on a US university campus and prepare for long-term academic success. Since 2006, INTO has launched partnerships to internationalize universities in the US, UK and Asia, including Oregon State University, University of South Florida, Colorado State University, Marshall University, George Mason University, Drew University, Saint Louis University, The University of Alabama at Birmingham, Washington State University, Suffolk University and Hofstra University

Marshall University, founded in 1837 and located in Huntington, West Virginia, is the state's oldest public institution of higher education. The university was named in honor of John Marshall, the longest-serving United States Chief Justice, who also is regarded as the definer of the U.S. Constitution. Marshall offers 74 undergraduate majors and 52 graduate and professional degrees and has an enrollment of 14,000 students. Marshall University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

Reporting line

This position reports to the Executive Director of INTO Marshall with a dotted line report to the Academic Director.

Job overview

INTO MAR is a joint venture between Marshall University and INTO University Partnerships and is an initiative to increase the number of international students at Marshall and to assist the university in meeting its internationalization goals.

This role will assist INTO Marshall Executive Center Director (ECD) and academic team with administrative tasks to aid in center operational functionality.

Key accountabilities and duties

This is a valued role in a growing and dynamic organization. The responsibilities of this position may change and develop over time, but will include the following:

- Assist Executive Center Director with daily center functionality (25%):
 - Manage daily schedules and arrange meetings for the ECD using Outlook calendars;
 - Organize Center meetings and Board Meetings: circulating materials, taking care of all logistics (identifying dates/times; reserving rooms; issuing invitations; arranging meals on and off campus for participants; and maintaining records).
 - Liaise with all internal and external constituents and stakeholders, including the INTO MAR board of directors, MAR central administration, INTO offices and other INTO centers, and MAR divisions, departments, and units as needed;
 - Draft and prepare correspondence, campus announcements, etc. on behalf of the ECD;



- Communicate and liaise with on and off campus stakeholders including corporate and regional offices;
- Manage all HR matters on behalf of INTO-employed center employees, liaising with the HR office of INTO North America and MAR as needed to on-board new personnel;
- Secure travel arrangements for ECD as requested, including visa applications.
- Liaise with university maintenance and housekeeping services to ensure building is in operating condition;
- Other duties as assigned.
- Assist academic team with daily center functionality (75%):
 - Answer phones and assist all visitors, direct and transfer calls, take messages
 - Help direct questions to correct academic team members; correspond with the Front Desk staff regarding appointments with academic team members
 - Liaise with all internal and external constituents and stakeholders, including the MAR divisions, departments, publishers, and units as needed;
 - Help develop and follow office organization systems to improve efficiency
 - Check in and out materials and equipment to students and academic team members
 - Maintain general office organization and upkeep/cleaning, including supplies cabinets, and online storages
 - Attend and participate in academic team meetings and take notes
 - Schedule and monitor INTO room reservations
 - Work events and meetings or conferences as appropriate
 - Complete office/administrative tasks as requested by academic team members, including producing transcripts, certificates, meeting materials, orientation materials, etc.
 - Assist and manage all HR matters of academic team members, liaise with the Marshall HR office, as needed to on-board new personnel; assist in new academic team members arrivals and orientation
 - Attend and participate in training as requested
- Other duties as assigned

Expectations

- Provide excellent service at all times
- Ask questions to ensure providing the most accurate answers
- Take initiative to improve office procedures, protocols, and organization
- Keep open lines of communication with academic team members, student workers, office employees, MAR divisions, departments, and units as needed
- Respond to requests in a timely manner and complete work assignments; check emails daily

Location

This position is based at Marshall University in Huntington, West Virginia.

Salary

Hourly rate will be \$14.42/hour. Comprehensive benefit package included.

Qualifications

- Bachelor's degree
- 1-3 years administrative experience
- Highly proficient in Word, Excel, Power Point, Adobe Pdf
- Ability to prioritize, meet deadlines, work under pressure with minimal supervision
- Excellent interpersonal skills, including the ability to interact with a wide range of people, including international and culturally diverse communities, in a consistently welcoming and positive manner



- Demonstrated commitment to maintaining strict confidentiality
- Demonstrated problem solving skills and the ability to pay careful attention to detail
- Adaptable to changing circumstances, work environment, duties, and business practices
- Strong organizational skills and the ability to multi-task
- Ability to prioritize many complex series of duties and tasks and to maintain focus amid a busy work environment often filled with interruptions
- Ability to use discretion and good judgment

How to apply

To be considered for this position, please click the following link to submit your cover letter and resume:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=784f8d56-cd0b-4d3e-a1ac-d483f8f0a37e&cclid=19000101_000001&jobId=52353&source=CC2&lang=en_US

Application Deadline: June 5, 2019

INTO University Partnerships provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. INTO University Partnerships complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities.