Job Description

JOB TITLE: Administrative Assistant
DEPARTMENT: Academic Services
REPORTS TO: Registrar

COLLEGE MISSION: Rochester College cultivates academic excellence, principled character, servant leadership, and global awareness through a rigorous educational experience that integrates liberal arts and professional studies within an inclusive Christian heritage.

POSITION SUMMARY: Responsible for receptionist functions and assisting the Registrar with daily operations and functions of the Academic Services office.

EDUCATION AND/OR EXPERIENCE REQUIRED:
- 1-2 years of experience in an office setting
- Experience in an educational institution, preferred

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Responsible for receptionist duties including, but not limited to, answering phones and returning routine messages using email and voice mail
- Assist students, faculty and staff who come into the office seeking assistance
- Open and/or distribute mail, email and postal
- Process transcript requests per established procedures
- Document and distribute incoming transcripts
- Perform registration duties, including schedule modifications and administrative drops/withdrawals
- Process student address changes
- Manage class cancellation and student attendance records
- Responsible for ordering and maintaining office supplies and forms for Academic Services and Faculty
- File electronic and hard copy files for Academic Services
- Process and distribute course evaluations
- Record and deposit transcript money to the Business Office
- Complete enrollment verification forms
- Other duties as assigned by the Registrar

REQUIRED SKILLS AND ABILITIES:
- Knowledge and abilities with Microsoft Word, Excel, PowerPoint and other databases
- Knowledge of college administrative databases strongly preferred
- Good oral and written communication skills
- Ability to answer and talk on the telephone for extended periods of time
- Good interpersonal skills and ability to work with and communicate effectively with all levels of the college community
- Strong organization skills
- Ability and willingness to work overtime when necessary and occasional evening and weekend hours
- Ability to fully support the College mission

How to Apply:
Interested parties must submit a cover letter, resume and completed RC employment application. The employment application may be found at http://www.rc.edu/resources/jobs-rc/. Electronically submitted applications and documents are encouraged and should be sent to Dennis J. Veara, dveara@rc.edu.

Rev. 04/08/2013
**Deadline to Apply:**
Those interested should submit completed materials by Monday, July 7, 2014 to ensure consideration. Background checks are conducted on all final candidates for all positions.

**Rate of Pay:**
$10.00 per hour. This position requires 37.5 – 40 hours per week. Occasional overtime, night and weekend hours are required.

**Contact:**
Dennis J. Veara  
Human Resource Director  
Rochester College  
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Rochester Hills, MI 48307

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