The Department of Modern Languages, Literatures and Cultures at Wofford College invites application for an administrative assistant.

Reporting directly to the chair of the Department of Modern Languages, Literatures and Cultures, the administrative assistant supports the chair and faculty of the department by managing, administering and assisting much of the department’s administrative, operational and functional needs. Flexibility as well as professional discern to make good judgments, adhering to strict timeliness and the need to multitask along with prioritizing workloads to meet timely deadlines, are expected and required to be successful in this role. This position works with confidential information and will be subject to the college’s confidentiality policies.

The MLLC administrative assistant is a full-time, non-exempt position. Contingent upon department activities and events, occasional evenings and weekends will be required; otherwise, the normal work schedule is 8:30 a.m. to 5 p.m., Monday through Friday. The minimal required hours of performance is 40 hours/week. Punctuality and attendance adhering to the work schedule are expected and critical to providing effective support to the department.

RESPONSIBILITIES
20% A. Department Administration Services – As the primary and first point of contact, the administrative assistant is customer service-oriented and creates and maintains a professional office environment to assist faculty, students and visitors. Further, administrative assistant assists the department chair and department faculty with administrative activities/functions including, but not limited to: recruitment support, department budget department and activities and events support.

70% B. Department Operations and Function – Under the general guidance from the department chair, the administrative assistant manages, administers and maintains key department operational needs, including student and peer tutor employment, academic functions support (proctoring exam, managing maintenance of office and academic department equipment and supplies, updating and maintaining the department web page, etc.).

10% C. Other Duties – Performs other tasks, duties and projects as required and/or as assigned by the department chair and other department faculty.

QUALIFICATIONS
The administrative assistant works independently under general supervision and must possess excellent communication (writing, editing, speaking and listening) skills to effectively carry out the key responsibilities of this position. S/he will be experienced in the use of hardware and software technology, including office equipment (copier, scanner, fax, etc.). Preference will be provided for candidates with proficiency with primarily Macintosh hardware and software experience, in addition
to MS Office (Word, Excel, PowerPoint, Internet Explorer and Outlook) and familiarity with elements of web design, including HTML, voice recording (with software such as Garage Band) and editing for oral proficiency assignments and assessment. Previous experience in higher education also is highly desirable.

APPLICATION
All application materials must be submitted electronically to MLLCAdmAssist@wofford.edu. Application materials include: (1) a letter of application explaining how you meet the qualifications of this position; (2) a current resume; (3) names and contact information for (minimally) three professional references.

For assured consideration, application materials must be received no later than midnight, July 15, 2019.