Job Title: Campus Administrator

Summary

The Campus Administrator serves as the first line of contact for visitors and students. He/she will have a broad knowledge base of the campus operations serve as the face of the campus greeting students, faculty and staff. Campus Administrator will manage our visitor protocol and in implementing our event management protocol and possible other projects and duties assigned. The Campus Administrator will play an important role in putting together materials, moving furniture to set rooms, liaising with catering and vendors and other tasks associated with campus events.

The Campus Administrator will assist with onsite operations includes maintaining a safe and effective environment for students, faculty and staff; assisting faculty with classroom set ups. As well as maintaining campus cleanliness. This position is a part time temporary position. The working hours are listed below.

Monday through Thursday: 5:00 pm – 8:30 pm
Saturday: 9:00 – 5:00 pm

Qualifications

Associate’s degree and one to three years of progressively responsible administrative support experience in a fast-paced and service-oriented environment or relative combination of education and experience required. Ability to work in a highly flexible and innovative environment with an expanding role and shifting responsibilities. Strong interpersonal and written communication skills (including very strong writing and proofreading skills) required. High degree of diplomacy, customer service and organizational skills required. Demonstrated ability to handle multiple tasks simultaneously, respond to last-minute requests, solve problems, act with discretion, adapt to change and maintain a professional demeanor at all times. Willingness to be proactive, take initiative and ownership, and build win-win situations. Sound judgment and ability to deal effectively with highly visible and confidential matters is essential. Must enjoy meeting with people and handling needs of a wide array of student, staff, faculty and visitors. Must be able to handle sensitive material, set priorities and work independently or as part of a team. High degree of proficiency with MS Office Suite (Outlook, PowerPoint), Apple/Mac and PCs, website and database management.

Key Responsibilities & Accountabilities

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<tr>
<th>Responsibility</th>
<th>Percent of Time</th>
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<tr>
<td>Campus Support:</td>
<td>50%</td>
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<tr>
<td>Serves as the face of the campus covering the front desk, greeting/signing in visitors, providing information and referrals, answering telephones, ascertaining the nature of calls, take accurate messages, and route calls in a professional manner.</td>
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## Event Support:

Serve as a resource and provide support services for our internal and external clients managing our visitor protocol and implementing our event management protocol. Will play an important role in putting together materials and other tasks associated with campus events. Sets up rooms by moving furniture for events and meetings and interacts with catering or other vendors.

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<th>Other duties/Projects: As assigned</th>
<th>10%</th>
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### Financial Measures

N/A

### Supervision

N/A