



## **Administrative Associate Graduate Education and Leadership**

### **Service Range:**

This is a part-time, level 4 position in the Graduate Education and Leadership Office located in the Horan O'Donnell Science Building. The work schedule is approximately 18 hours per week, 4 days a week, year-round, for approximately 900 annual hours.

The administrative associate for the Graduate Education Office reports to the chair of Graduate Education and Leadership. Under general direction, performs office duties as they relate to the daily responsibilities of the department. Work collaboratively with other offices within the College and the School of Education and Human Services.

### **Key Skills:**

- Computer proficiency with Microsoft Word, Excel and the ability to learn additional programs, to include the Canisius College BANNER system
- Professional demeanor and ability to work effectively with various constituencies including; prospective students, current students, the general public, faculty and administrators
- Strong organizational, interpersonal and communication skills
- Strong attention to detail
- Ability to work effectively and cooperatively within a team and independently
- Ability to manage multiple activities and follow through
- Ability to format text and graphics for publication

### **Responsibilities:**

- Provide administrative support to the chair and faculty members of the department
- Perform general office duties, to include but not limited to: answering multiple phone lines, greeting office visitors, scheduling appointments, photocopying, filing, mail sorting, ordering office supplies, and email communications
- Assist with department communications: mailings to faculty and staff members, students, and external constituents
- Maintain the office website; working with other departments in the SEHS to link web-pages and keep site updated and accurate
- Perform data entry as required for various tasks in the College's Banner system
- Manage finance actions, including direct pay requests and CentreSuite (department VISA transactions)
- Organize meetings, provide support materials, record minutes and provide any follow-up necessary to outcome of meetings
- Supervise work-study students and/or graduate assistants
- Other duties as assigned

**Position:** Level 4, base \$9.91 per hour

To apply for this position, please email a cover letter and resume to [hr.recruiter@canisius.edu](mailto:hr.recruiter@canisius.edu) or mail to: Canisius College, Department of Human Resources, 2001 Main Street, Buffalo, New York 14208.

Canisius College is an independent, co-educational, medium sized institution of higher education conducted in the Catholic and Jesuit tradition. Minority candidates strongly encouraged to apply. Canisius College is an Equal Opportunity/Affirmative Action Employer.