Position Title: Administrative Assistant
Purpose of Position: Performs clerical/secretarial duties in support of the Library
Classification: Administrative Assistant
Education: High School Graduate; Bachelor’s Degree preferred
Supervision Received: General Supervision; reports to the Vice President and Dean of Academic Affairs
Supervision Exercised: Coordinates activities of student employees
Work Schedule: Ten month, full-time; Monday – Friday, occasional evening and weekend work required
FLSA Classification: Non-Exempt

Example of Duties:
This position involves frequent verbal, written and email correspondence with Adrian College students, faculty and staff as well as the general public. The successful candidate will:

- Greet and assist individuals seeking services from the library
- Hire, train, schedule and supervise student employees
- Place orders for and process receipt of library materials
- Assist in maintenance of financial records for the library by processing invoices, reconciling records with periodic budget reports, and handling payments and deposits
- Assist with periodical check-ins, predictions, and claims
- Facilitate annual binding of periodicals
- Assist with the interlibrary loan process
- Maintain the library reserve collection
- Process overdue notices for library materials
- Shift and move materials within the library collection as needed
- Assist with special events such as Welcome Week, Commencement, etc.
- Perform other duties as assigned

Minimum requirements:

- High School Diploma
- 2+ years’ experience working in an administrative assistant role
- Proficiency in Microsoft Word and Excel and proficiency in email use
- Must be detail-oriented and have a demonstrated ability for accuracy in record keeping and computations
- Ability to communicate effectively in person and over the phone while maintaining a focus on providing excellent customer service
- Ability to multi-task and prioritize work, sometimes with frequent interruptions
- Ability to complete tasks with speed and accuracy
- Must be able to perform duties within the normal bounds of an office environment including sitting for long periods of time and must be able to lift up to 40 pounds.

Desired Qualifications:

- Bachelor’s degree with preference given to those with library science coursework
- Experience working in higher education and/or experience working in a library
- Experience in a small college setting
- General knowledge of Adrian College policies and procedures
- Experience with Blackbaud a plus.

Adrian College is an Equal Employment Opportunity Employer and women and minorities are encouraged to apply. If offered a position, finalist must furnish proof of U.S. citizenship or proof of eligibility to work in the U.S. within three (3) days of commencing employment.

Interested individuals should submit a cover letter with pay expectations and a resume to librarysearch@adrian.edu