**Job Description - Administrative Assistant for College of Liberal Arts**

Department: AA Report to: College Dean & AA Director

**Responsibilities:**

1. Provides administrative support to the Executive Director of the School of English by providing reception services, scheduling appointments, meetings, and travel, filing, researching files and records, and preparing and proofreading correspondence, reports, and other documents as requested.

2. Assists students by determining who can best provide information needed by the student, providing basic and initial assistance to students with questions about classes, registration, permissions, etc. using established guidelines (information in course catalogs, departmental and college documents, and established policies and procedures), and assigning advisors.

3. Supports the work of the department by maintaining an inventory of office supplies, and utilizing the appropriate process to pay for or acquire goods or services necessary for the department.

4. Helps to organize and conduct departmental events, as directed, by securing space, equipment, food, preparing invitations, announcements, agendas, brochures, and packets, purchasing awards, making travel arrangements and reservations, and assisting with the event as it occurs.

5. Supports the administrative business functions of the department by obtaining and processing textbook adoptions, creating brochures and newsletters, organizing the faculty evaluation process, maintaining and updating the departmental website or databases, preparing personnel action forms and position authorizations as directed by the Executive Director, verifying and processing student and part-time employee time records, scheduling the use of classrooms, department facilities, or meeting rooms, and maintaining the security of classrooms, labs, equipment, and records.

6. Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.

7. Remains competent and current by attending professional development courses, software training classes, and courses and/or training sessions as directed by the Executive Director or required by the University.

8. Supports the department by performing all other duties as assigned by the leadership.

**Qualification:**

**Required:**

1. A MA from a recognized university;
2. Keyboarding skills are required;
3. A working knowledge of word processing and spreadsheet applications is required;
4. Must have a working knowledge of or the ability to learn and use database applications, the web content management system, the administrative business system or enterprise resource planning system, and other systems or applications that may be used within the University or department;
5. Must know how to operate and troubleshoot electronic office equipment, computers, and peripherals, maintain moderately complex filing systems and records, and make mathematical calculations;
6. Effective verbal and written communication skills in both Chinese and English are required;
7. Must be able to train, assign work, and review the work of student workers;
8. The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.

**Preferred:**

1. Related working experience is preferred.