Administrative Services Assistant III (UCP 4), Office of the Dean

Job Summary
The School of Nursing is seeking applicants for an Administrative Services Assistant 3. Working under the general supervision of the Executive Assistant to the Dean, coordinates and provides assistance for Dean’s Office and general administrative support for the School of Nursing with a strong focus on customer service and support to faculty, staff, students and the general public.

Job Duties and Responsibilities:

1. Responsible for assisting with administrative support within the Dean’s Office, including processing paperwork and/or records; reviewing for accuracy, completeness and compliance with regulations, policies and procedures; assisting with donor correspondence; maintaining Dean’s calendar; identifying and following up to resolve problems, referring most new, unusual or difficult problems to supervisor.
2. Manages the collection, updating, and record keeping of faculty CVs and clinical documents with the use of American Data Bank; verifies diplomas of Nursing faculty.
3. Provides general administrative and office management support for the School including mail distribution, and maintenance of office and building equipment such as copiers, printers, water coolers, and refrigerators.
4. Manages inventory for the School using Asset Panda and other related inventory control systems.
5. Provides general building maintenance support, monitoring of assigned keys, and support to controlled access areas within the building.
6. Works with Executive Assistant on office moves and changes, and the ordering of furniture for new offices.
7. Responsible for initiating onboarding documents for new faculty, and supporting new hires through the process.
8. In conjunction with pre-licensure, MS, DNP and PhD program support and faculty directors, assist with coordinating New Faculty Orientations.
9. Works with the Associate Deans’ assistant on the Student Evaluations of Teaching (SET) process each semester for teaching faculty in conjunction with the Office of Institutional Research and Effectiveness (OIRE) and Nursing’s Admissions and Enrollments Services office.
10. Screens correspondence, records and other documents for appropriate action and works with administrators to determine proper response or to resolve problems; makes referrals as appropriate.
11. Transmits authoritative information and serves as a resource regarding policies and procedures relating to the specialized administrative function, with responsibility to occasionally interpret such policies and procedures
12. Regularly communicates with other University offices and/or outside agencies to request or provide information or to clarify procedures.
13. Devises, modifies and/or supervises the maintenance and coordination of complex filing systems, records and/or data systems which may be computerized.
14. May assist in planning and carrying out related support activities, such as meetings, conferences, interviews; makes all necessary arrangements, including travel, and coordinates details.
15. May be responsible for assisting or coordinating related administrative functions.
16. Performs related duties as assigned or required.

1. Bachelor’s degree and two (2) or more years of related professional administrative experience OR an Associate’s degree and four (4) or more years’ related professional administrative experience OR an equivalent combination of education and progressively responsible related work experience.
2. Demonstrated ability to work independently, resolve problems of unusual difficulty, and regularly exercise judgment regarding administrative detail and procedures.
3. Must be proficient in the use of computers and have working knowledge of office equipment and applications such as Word, Excel, PowerPoint, Outlook, AdobePro, WebEx.
4. Demonstrated work experience with data management and record keeping, and the ability to exercise attention to detail to ensure accuracy.
5. Proven ability to prioritize and perform multiple tasks simultaneously with accuracy and adherence to posted deadlines in a high volume, fast-paced environment.
6. Experience in managing multiple calendars and related scheduling, including organizing and supporting events and visitor itineraries.
7. Excellent interpersonal, organizational, writing and communication skills, including the ability to build and maintain good customer relationships.
8. Must be willing and able to work occasional evening and weekend hours in support of School activities and events.

Preferred Qualifications

1. Bachelor’s degree in English, Communication, Management, Administration, or related field.
2. Administrative experience in a higher education environment.
3. Demonstrated administrative experience with university systems such as PeopleSoft, Kuali Financial Systems, Jaggair e-Procurement, Concur, and CoreCT.
4. Proven ability to maintain confidentiality concerning financial, HR and Payroll information and actions.
5. Knowledge of and experience working with policies, procedures, and guidelines that affect faculty and students.
6. Demonstrated event management experience.

Appointment Terms: This position is a full-time permanent position. Salary will be commensurate with experience and background. This appointment includes full benefit package and is located in Storrs.

To Apply: Interested applicants should apply online through UConn Jobs at www.jobs.uconn.edu. Please see the full job description listed on the UCONN School of Nursing website. Staff positions (Search 2019429). Please include a cover letter detailing your related experience to the position as outlined above, resume, and the names and contact information for three (3) professional references. Screening will begin immediately. Employment of the successful candidate is contingent on the successful completion of a pre-employment criminal background check (Search #2019429). Include the search number in all correspondence.

All employees are subject to adherence to the State Code of Ethics, which can be found at http://www.ct.gov/ethics/site/default.asp
The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University’s teaching, research, diversity, and outreach missions, leading to UConn’s ranking as one of the nation’s top research universities. UConn’s faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.