

Administrative Assistant

Department of Modern Languages

POSITION SUMMARY:

This position is a standard secretarial position serving the Department of Modern Languages. Overtime is not necessary; however, the secretary is expected to be present rarely on Saturdays during official MC events, like Homecoming, and the summer orientations (3 or 4 each summer)

ESSENTIAL FUNCTIONS:

- Organize and supervise student workers in the Language Lab (Lab Manager)
- Complete time sheets for student workers and department
- Organize and file monthly budget statements and account for credit card charges
- Help submit and revise class schedules each semester
- Organize textbook orders each semester
- Conduct Faculty evaluations each semester
- Prepare ISIC cards for outgoing students who study abroad
- Make appointments for the Department Chair and other faculty members on Google calendar feature
- Assist Academic Intervention Advisor with developmental students and advising
- Maintain department social media and webpage updates

OTHER RESPONSIBILITIES:

- Get mail each day
- General Office duties
- Oversee applications and sign-up process for study abroad programs
- Administer technology/facility requests for department
- Leadership role with departmental student recruiters (Voyagers)
- Assist with spring break program meetings
- Assist with graphic design and departmental publications

DESIRED QUALIFICATIONS:

- Bachelor's degree
- Experience working at a university
- Working knowledge of Microsoft software
- Ability to learn computer software
- Working knowledge of Microsoft Office software
- Commitment to the vision of Mississippi College

Reports to: Chair, Modern Languages

FSLA Status: non-exempt