

Administrative Assistant



Department: Children's School

Type: Regular, Full-Time

Function:

Provide administrative support to the Directors of Teacher Certification and The Children's School at Stephens College (CSSC).

Responsibilities:

- Provide administrative support for the Director of Teacher Certification, including maintaining certification files, tracking students from date of entry into the certification programs, assisting with Department of Elementary and Secondary Education (DESE) reports and correspondence and interacting with college students.
- Provide administrative support for the Children's School, including responding to inquiries, managing enrollment process, maintaining student files, supporting CSSC teachers and director, collecting and managing data, and interaction for parental support.
- Purchase and maintain all supplies for the Children's School and Education program.
- Prepare check requests and reconcile expense reports.
- Assist with maintaining budget records and provide updates to the CSSC Director and Education program.
- Plan and prepare materials for program meetings and events.
- Answer phone and prepare written and electronic correspondence.
- Order and pick-up snacks and coordinate lunch for the Children's School.
- Coordinate program meetings with the Dean's calendar.
- Other tasks as assigned.

Qualifications:

- 2-3 years' administrative experience.
- Strong interpersonal and communication skills.
- Highly organized and detail oriented.
- Ability to multi-task, problem solve, and work in a fast-paced environment.
- Proficient in Microsoft Office software.
- A working knowledge of office and computer equipment.
- Social media skills that help devise and implement ideas for marketing campaigns.

Preferred/highly desired:

- Experience in higher education.
- Understanding of Preschool and Elementary Schools

To apply:

Submit a current resume, a list of references with contact information, and a cover letter that describes how your qualifications and experience align with the job description to [Stephens College Application](#).

The successful candidate must pass a criminal background check.

Stephens College offers excellent benefits including vacation/holiday/sick pay, health/dental/life insurance, tuition waiver and retirement plan.

About Stephens College:

Established in 1833, Stephens College is a comprehensive Master's institution with a robust undergraduate women's college preparing students for successful careers in business, communication, fashion design, education, creative writing, filmmaking and the health sciences (including a new nursing degree program jointly owned and operated by a local private healthcare system); a new co-ed Conservatory for the Performing Arts launching in August 2022; and thriving co-ed graduate programs in the health sciences (Physician Assistant, Counseling, Health Information Management), and the performing arts (MFA in Script and Television Writing located at the Jim Henson Studios in Los Angeles).

Located in the heart of Columbia, Missouri – ranked as one of the top university towns in the nation and home to the University of Missouri – Stephens offers students all the social experiences and benefits of an SEC university town, in combination with all the personal and academic benefits of a small, individualized, student-focused private college on 50 historically beautiful and wooded acres in the center of the city. Rated in 2021 among the top colleges in the country by the Princeton Review, Stephens was ranked by U.S. News & World Report as #36 among all Midwestern regional universities and #3 in “social mobility” for its success in accepting, supporting, and graduating first-gen and disadvantaged students.

Stephens says yes first. As a result, it is the pet-friendliest campus in the nation; home to the first all-women's competitive esports team; and the only college that requires every student to complete a non-credit Career and Professional Development curriculum of more than 20 learning experiences and assignments as a graduation requirement. Stephens operates its own pre-K/elementary lab school; its own professional summer theatre in Okoboji, Iowa; its own student-designed and operated campus store selling student-designed fashions and accessories; its own equestrian stables offering academic and recreational riding; and its own hybrid online graduate degree in script and television writing that meets for 10 days every semester at the Jim Henson Studios in Los Angeles.

Stephens College is an Affirmative Action /Equal Opportunity Employer. A diverse community on campus is valued, so women, minorities, veterans, and individuals with disabilities are encouraged to apply.