Executive Assistant for the Dean of the Johnson College Business

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Type: Full-Time
Salary: $41,258 - $52,000 per year
Posted: 12 days ago
Category: Executive Assistants

Executive Assistant for the Dean of the Johnson College Business

Posting Number: STA00024PO26
Advertised Salary Range: $41,258 - $52,000; Salary commensurate with education and experience.
Location of Vacancy: USC Upstate, Spartanburg, SC
Part/Full Time: Full Time
Work Schedule: Monday - Friday; 8:30am - 5pm; Some evenings and weekends as needed are required.

About University of South Carolina:
From the Upstate to the Lowcountry, the University of South Carolina system is transforming the lives of South Carolinians through the impact of our eight institutions and 20 locations throughout the state. More than 50,000 students are enrolled at one of eight institutions, including the research campus in Columbia and comprehensive four-year universities in Aiken, Upstate and Beaufort. In addition, our Palmetto College campuses in Salkehatchie, Union, Lancaster and Sumter enable students to earn associate or bachelor's degrees through a combination of in-person, online or blended learning. All of our system institutions place strong emphasis on service - helping to build healthier, more educated communities in South Carolina and beyond.

Advertised Job Summary:
Executive Assistant for the Dean of the Johnson College Business
University of South Carolina Upstate
STA00024PO26
Spartanburg, SC

Executive Assistant to the Dean of the Johnson College Business performs administrative duties related to the Dean's office, and full and part-time faculty and staff within the JCBE.

Job Related Minimum Required Education and Experience:
Typically holds a high school diploma or GED. Requires 2 or more years of job related experience.

Required Certification, Licensure/Other Credentials:

Preferred Qualifications:
Bachelor's degree preferred. Administrative experience in a professional business environment preferred.

Knowledge/Skills/Abilities:
Successful background check is required. Demonstrated competency with Microsoft Office and spreadsheets required. Extensive knowledge of office management policies, practices and procedures. Ability to establish and maintain effective working relationships with the business community, faculty, staff, students and the public. Foundational AI Literacy.

Job Duties:
Job Duty
Coordinates and arranges for use of college-controlled facilities in the George.
Essential Function: Yes
Percentage of Time: 10

Job Duty
Monitors and maintains records for JCBE budget, university credit card, foundation accounts, and revenue accounts. Handles all invoices for payment and procedures and submits purchase requisitions, DEVs, check requests and requests for payments from foundation accounts.
Essential Function: Yes
Percentage of Time: 25

Job Duty
Provide administrative support to the office of the Dean of the Johnson College of Business including but not limited to: Maintaining faculty and staff records and confidential files; developing and implementing efficient office procedures; maintaining contacts, calendar, and shared drive; responsible for producing academic schedules in coordination with the associate dean; processing travel authorizations and reimbursements for the dean and all faculty and staff; orders all JCBE office supplies and equipment; and reports and submits all building and maintenance requests for the George.
Essential Function: Yes
Percentage of Time: 30

Job Duty
Works closely with the dean, faculty and other campus offices as a primary contact for business leaders to the JCBE on the main campus and the downtown campus (The George).
Essential Function: Yes
Percentage of Time: 15

Job Duty
Maintains the deans calendar and coordinates meeting schedules.
Essential Function: Yes
Percentage of Time: 5

Job Duty
Assists with data collection, queries, analysis, and report generation for accreditation agencies.
Essential Function: Yes
Percentage of Time: 10

Job Duty
Coordinates JCBE Advisory Board meetings, and other one-time and recurring deans office events.
Essential Function: Yes
Percentage of Time: 5

Job Close Date:
Open Until Filled: Yes

Special Instructions to Applicant:
The application must be completed including all current and previous work history and education. A resume may be attached, but not substituted for completing work history and education sections of the application.

USC Upstate offers a valuable benefits package including but not limited to:

- Health and Life Insurance
- Retirement Programs
- Paid Tuition Program
- Dependent Scholarships
- Employee Assistance Program (EAP)
- Annual Leave
- Sick Leave
- 13 Paid Holidays (including an extended December holiday)
- Paid Parental Leave
- Professional Development Opportunities

To apply, please visit: https://uscjobs.sc.edu/postings/201623

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