



## **Administrative Assistant for the Division of Student Development**

**Begin Date:** July 1, 2026

**Posting Date:** June 22, 2026

**Description:** This position reports to the Vice President of Student Development (VPSD) and provides general administrative support to the Division of Student Development. This person is the first line of contact for students, department visitors and callers. Duties include but are not limited to: greeting visitors, answering phones and directing calls, sorting mail, and ordering and tracking supplies for the office.

### **Responsibilities:**

- Provides office management and administrative support for the Division of Student Development.
- Answers phones and greets visitors. Determines visitor and caller needs and directs them to the appropriate person.
- Coordinates communication throughout the summer with new incoming students regarding the orientation process, working closely with the Director of Student Engagement & Leadership and under the supervision of the VPSD.
- Responds to routine and non-routine inquiries, assisting in researching and resolving issues.
- Provides oversight to the tracking of student attendance at Fleet Fellowship/Chapel and Convocation and updates the portal on a weekly basis.
- Maintains student records.
- Gives oversight to the communication and disbursement of Fleet Sweets
- Orders department supplies, maintains supply inventory.
- Distributes incoming mail to department.
- Drafts memos, prepare reports and presentations.
- Updates and maintains departmental calendar.
- Prepares agendas and minutes for staff meetings.
- Assists in the planning of events as needed by coordinating meeting and event logistics, including venues, catering, set- up, etc.
- Coordinates recruiting, training, scheduling, and supervision of student workers.
- Participates in occasional evening or weekend events as needed
- Assists in reviewing camera footage on a routine basis
- Other duties as assigned

**Qualifications:**

- Have a personal relationship with Jesus Christ as well as a commitment to Erskine's Statement of Faith and Core Values
- The ability to embrace the Erskine Christian mission statement and be able to positively articulate it in all aspects of the job.
- Provide spiritual guidance, prayer and support to students and staff
- High School Diploma or equivalent required, bachelor's degree preferred
- 1-3 years administrative support preferred
- Good written and verbal communication skills
- Ability to maintain a high level of confidentiality
- Ability to prioritize and manage activities
- Strong attention to detail
- Strong organizational skills
- Computer proficiency to include PC platforms and Microsoft Office
- Ability to work independently
- Customer service oriented

**Deadline:**

Application review will begin immediately, and applications will be accepted until the position is filled.

**Application Process:**

To ensure full consideration, interested candidates should complete the on-line application, which can be found [here](#). The on-line application includes a link to upload a letter of application, a resume, and a list of references.