

ADMINISTRATIVE ASSISTANT

COLLEGE OF MATH AND SCIENCE

Description: Assists the Dean of the College of Science and Mathematics in the operation, administration, and development of the college. Manages the flow of work within the departments of the College of Science and Mathematics. Supports the activities of the faculty and staff members of the Department of Biology, the Department of Physical Sciences, and the Department of Mathematics and Computing.

Minimum Requirements: A high school diploma and work experience in an educational setting. Experience using Microsoft Excel and Word and Adobe Acrobat required. A valid driver's license and safe driving history are required. Must have strong skills in providing excellent customer service and demonstrate strong ethics.

Preferred Requirements: A bachelor's degree and experience in budget management and control.

Knowledge, Skills and Abilities: Ability to establish and maintain an effective working relationship with outside agencies, and with dean, faculty, staff, and students; Office management skills and advanced computer skills in use of Microsoft Office to include Excel, Word, and statistical software; Math skills for maintenance of budgets and management of time sheets and inventory control; Ability to train and supervise clerical staff; Ability to understand, convey, and execute scientific terminology.

Hire Range: \$31,561- \$36,000 annually

University Hours: 8:00am – 5:00pm, Monday – Friday

Position Work Hours: 37.5

Class Code: AA75 – **State Title:** Administrative Assistant

Position #: – **Band:** 04

Search openings at careers.sc.gov

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Applications must be submitted online at www.careers.sc.gov. Receipt of individual applications not acknowledged. See position status at www.lander.edu/hr. Lander University is a tobacco-free campus. All final candidates are subject to successfully completing background requirements.



Lander University is committed to equal opportunity employment and being an employer of choice. Lander believes that corresponding differences within the faculty and staff, whether based on ethnicity, race, gender, religion, age, or other experiences, are tremendous assets to the role of Lander as an educational institution and within the community, region, and state. Moreover, Lander is an Affirmative Action/Equal Opportunity Employer. As a result, it is the policy and commitment of Lander that it will not discriminate based on race, color, religion, sex, national origin, age, disability or other protected characteristics.

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