

ADMINISTRATIVE SPECIALIST

COLLEGE OF ARTS & HUMANITIES

Description: Performs complex administrative duties for the dean and departments within the Colleges of Arts & Humanities and Behavioral & Social Sciences. Performs or delegates diversified tasks as required by College priorities and collaborates with other staff to assist dean, chairs, and faculty. Coordinates administrative needs and assists with promotion of events. Supervises student workers as directed. Assists students with information as needed for help with advising and college operations.

Minimum Requirements: A bachelor's degree, skills in providing excellent customer service, and demonstration of strong ethics. A valid driver's license and safe driving history are required.

Preferred Requirements: Some administrative experience; Experience in an educational setting.

Knowledge, Skills and Abilities: This position requires knowledge of some Microsoft Office programs and a willingness to learn administrative systems used by Lander University (e.g. Banner, Watermark, and Blackboard) is essential. This position requires independence and the ability to handle inquiries from current and potential students, faculty, staff, and members of the public. Some desktop publishing skills, excellent typing and proofreading skills, and excellent knowledge of grammar and spelling are required. Employee needs a collaborative personality and a capacity to handle a workload with frequent interruptions in order to assist students, staff, and faculty and to work with other administrative offices.

Hire Range: \$29,000- \$32,000

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

Position Work Hours: 37.5 hours per week.

To include occasional nights and weekends

Class Code: AA50 – **State Title:** Administrative Specialist II

Position #: 000000 – **Band:** 03

Search openings at careers.sc.gov

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Fringe Benefits**



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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