



Position Title: General Administrative Assistant (Floater).

Reports To: Campus Deans.

Classification: Non-Exempt

WC Code: 8868

Position Type: Fifth Level Administrator

Position Overview: The General Administrative Assistant maintains a complete knowledge of basic office procedures and oversees the use and operation of the copy and fax machines.

Key Responsibilities:

1. **Communication Management:** Respond promptly to daily communications via email and voicemail, addressing inquiries promptly and professionally.
2. **Policy Adherence and Ethical Compliance:** Ensure strict adherence to the University's mission, policies, procedures, ethical standards, compliance with data protection regulations and pertinent legal regulations in all aspects of admission activities.
3. **University Engagement:** Participate in Commencement Exercises, new student orientation, university events, committees, self-studies, and University Commencement Ceremonies.
4. **Special Projects:** Execute special projects assigned by the President or supervisor.
5. **Compliance Adherence:** Ensure compliance with Title IX of the Education Amendments Act of 1972, as well as FNU Policies, Procedures, Rules, and Regulation, the FNU Code of Ethics, Family Educational Rights and Privacy Act (FERPA), Florida Information Protection Act of 2014 (FIPA), the EU General Data Protection Regulation (GDPR), and all other applicable federal, state, and local laws, rules, and regulations.
6. **Assigned Duties:** Undertake other assigned duties as required.

Position Responsibilities:

- Conduct basic word processing and typing tasks.
- Manage electronic mail correspondence efficiently.
- Organize appointment schedules and coordinate meetings and conferences.
- Support daily office operations as required.
- Reach out to dropped students via phone to encourage their return to school.
- Aid in organizing graduation and new student orientation ceremonies.
- Receive and distribute incoming faxes to various departments within the University.
- Produce photocopies of exams and handouts for faculty members.
- Ensure the secure disposal of outdated sensitive documents.
- Maintain records of calls and associated documentation.
- Draft letters, memos, documents, and lists as requested.
- Oversee outgoing mail for the President's office.
- Participate in special events organized by the administration.
- Assist with documentation for the Board of Governors.
- Assist the different Department with filing documents, collecting student paperwork.

Revised: April 2024

Requirements:

- Associate degree. Bachelor preferred.
- Previous office experience preferred.
- Competent computer skills including MS Office or equivalent.
- Detail oriented and able to meet deadlines.

Key Competencies

- Verbal and written communication skills
- Problem solving ability, attention to detail.
- Accuracy, flexibility, reliability, teamwork

Schedule:

- Monday - Thursday: 2 days from 8:00am to 5:00pm and 2 days from 12:00pm to 9:00pm
- *Fridays alternate (*campus closes at 7pm*) (8:00am to 5:00pm or 10:00am to 7:00pm)

Location:

FNU South Campus: 11865 SW 26th St Ste H3, Miami, FL 33175

Job Type

Full-time

Benefits:

- Health insurance (medical, dental, vision)
- Paid Time Off
- Tuition waiver
- Tuition reimbursement
- 401(k)
- 401(k) matching
- Life insurance

Working Conditions

General office working conditions. The noise level is at normal office capacity.

Physical Demands

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee may be required to frequently and for extended periods of time, sit; stand; walk; use hands to handle and feel objects; reach with hands and arms; climb stairs. This position requires the ability to see, hear, and operate a computer keyboard and standard office equipment. The employee must lift and/or move up to (10) pounds and occasionally lift and or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust to focus. The employee must travel to other campuses, as needed and/or required.

Safety Hazard of the Job

Minimal Hazards.

Note: The use of computers and University resources is limited for school business purposes. Installation of any software is prohibited.

Revised: April 2024

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities always required for this position in each Campus. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.

Notification to candidates:

<http://www.fnu.edu/wp-content/uploads/2022/06/FNU-Drug-and-Alcohol-Prevention-Program.pdf>

To apply for this position please click on the link below:

<https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu>