

Dallas International University

Applied Linguistics Department Executive Assistant

Job Description

Description:

Responsible for the daily management of the AL Department Office, supervising or performing the activities necessary to maximize the efficiency of the AL Department Chair's time.

Responsibilities:

- File electronic correspondence for department chair's future reference.
- Maintain a well-organized filing system which meets the department chair's requirements.
- Copies data and compiles records and reports.
- May record minutes of staff meetings.
- May operate or supervise operation of office equipment such as scanner, copier, etc.
- Helps maintain accurate course website information for courses taught by AL department chair, uploading files, editing access permissions for students, and configuring exam setup.
- Assists in editing the DIU Catalog, updating the website, and drafting recruiting materials.
- Corresponds with prospective students and drafts Intended Plans of Study for students accepted into the Applied Linguistics Department for the department chair to review.
- Provides information to and welcomes students, staff, faculty, and/or visitors.
- Makes logistical arrangements as requested, and issues timely reminders to the chair and other faculty.

Required Knowledge, Skills and Abilities

- Able to use the Styles functionality in Microsoft WORD.
- Proficient use of Microsoft Office programs and office equipment.
- Works with minimum supervision, handling increased levels of responsibility.
- Types accurately, utilizing either notes or dictation.
- Practices a learning attitude and creative tolerance with differences while offering training and mentoring to those supervised or less skilled.
- Skilled in the use of social media.
- Enjoys working collaboratively with others and interacting with students, faculty, staff, and guests.
- Knows how to set and accomplish goals.
- Confidentiality, good communication skills, helpfulness, people skills, and being a teachable, team member are vital.

Education and Experience

B.A. and overseas experience preferred. Interest in preparing people for overseas ministry.

Training & Orientation

Training includes on-the-job and online orientation courses.

Advertising Statement:

We are looking for someone to be part of the efficient operation of an academic department in an institution of higher education which is a faith-based nonprofit organization committed to serving language communities worldwide as they build capacity for sustainable language development.