

Dallas International University

Administrative Assistant

Job Description

Description:

Responsible for assisting DIU administration and management in the performance of its administrative functions.

Authority:

The Administrative Assistant is appointed by the head of their department and is responsible to that person, and any other faculty or senior staff with whom they work closely. The areas of authority are in office support.

Responsibilities:

- Provide assistance to aid administrative offices and operations.
- Perform responsible administrative work requiring independent judgment with speed and accuracy.
- Compose correspondence on his/her own initiative.
- Meet the public tactfully and courteously, answering questions in person and over the telephone.
- Communicate effectively with all segments of the community.
- Do organizational computer work, which may involve learning to use new software.

Required Knowledge, Skills and Abilities

- Understands and respects multicultural management issues.
- Practices a learning attitude and creative tolerance with differences while offering training and mentoring to those supervised or less skilled.
- MS Office applications and /or Open Office.

Education and Experience

- High school diploma or equivalent.
- Experience in or preference for organizing and working with information and data.

Training and Orientation:

On-the-job and other training provided, as necessary.