WINTHROP UNIVERSITY

NOTICE OF JOB VACANCY

July 22, 2015

PERMANENT PART-TIME (9-months, 37.5 hours/week)

POSITION: ADMINISTRATIVE SPECIALIST (COLLEGE OF EDUCATION)
(Class Code AA50/Administrative Specialist II)

STARTING SALARY:
$16,112-$21,500 per year; qualifications and funding will determine actual salary

BAND:
Band 03\Level 01

VACANCY:
# 201605

Minimum Training and Experience:
A high school diploma and two years of responsible secretarial/administrative experience; or an associate’s degree in secretarial science or other related field; or three years of clerical experience is required. Technology proficiency with computer software and applications (word processing, spreadsheets, databases, and specialized data information systems) is strongly desired.

Knowledge, Skills and Abilities:
General knowledge of policies and practices of office management. Ability to perform a variety of activities simultaneously. Ability to effectively compile and assemble data in an accurate and timely manner. Ability to establish and maintain effective working relationships with faculty, staff, students and the general public. Ability to communicate effectively, both orally and in writing. Effective interpersonal skills.

Major Duties:
Reporting to the Director, serves as Administrative Specialist to provide secretarial and administrative support to the Macfeat Early Childhood Laboratory School. A joint purpose is to serve as LiveText coordinator of the College of Education. Serves as the College of Education LiveText coordinator, serving as liaison to LiveText, managing Winthrop's administrative LiveText account, and the collection, analysis and reporting of student assessment data for program and unit improvement and accreditation purposes; coordinates LiveText in collaboration with the college’s Associate Dean for Assessment, Accreditation, and Student Services. Serves as receptionist and administrative assistant for Macfeat Lab School. Receives telephone calls, responds to inquiries, greets visitors, and assists parents and teachers as needed; establishes and maintains office files; assists with coordination of meetings; oversees iris scanner and other safety measures used by the school. Coordinates LiveText training for undergraduate and graduate students and ongoing support for faculty LiveText users; trains and supervises the LiveText graduate assistant; works with Rex Institute staff to support implementation of the LiveText Field Experience Module. Prepares correspondence, newsletters, handbooks and other school items; processes applications for Macfeat pre-school and kindergarten; maintains a database for all applicants and enrolled students. Prepares purchase orders, check request vouchers, and work requests; coordinates annual program insurance coverage; performs monthly reconciliation of expenses; coordinates paperwork for student employment. Performs other duties as required.

To apply, access [www.jobs.sc.gov](http://www.jobs.sc.gov) to submit an on-line application no later

July 28, 2015

Winthrop University is an Equal Opportunity / Affirmative Action employer and does not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, or veteran status. Women, minorities, and persons with disabilities are encouraged to apply. This contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals on the basis of protected veteran status or disability, and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities.