

Job ID
36575
Location
Evanston, Illinois

Department: SoC Administration
Salary/Grade: NEX/11

Job Summary:

The Administrative Assistant coordinates administrative processes and prioritizes, directs, and responds to business matters involving administrative functions associated with education, research, and/or operations. Creates and maintains associated documents, spreadsheets, databases, meetings, special events, etc. and alerts supervisor of critical issues and upcoming events. This position supports three major activities, graduate student administration, post-grant support, and general office support.

Specific Responsibilities:

Documents & Databases

- Independently responds to and composes correspondence.
- Creates and maintains standard spreadsheets and/or databases.
- Prepares queries, reports, statistics, tables, charts, etc. based on information compiled from various sources.
- Determines format, elements, trends, etc.

Accounting

- Approves appropriate expenses, purchases and reimbursements per budget.
- Creates and maintains financial records.
- Prepares forms.
- Verifies appropriateness and accuracy of charges.
- Processes and reconciles expenses, accounting transfers, and/or appropriation changes.
- Updates financial transaction spreadsheets and databases.
- Generates summary reports and statistics.
- Processes routine payroll actions.
- Maintains accounting balances for grants/contracts.

Coordination

- Manages supervisor's and/or dept calendar.
- Manages office logistics such as supplies, copier, etc.
- Manages registration and travel.
- Organizes and coordinates events which may include creating timelines.
- Collects agenda items and background materials.
- Coordinates complex itineraries involving domestic and/or international travel, etc.
- Prepares annual event, conference and/or meeting budget.
- Verifies invoices and expense reports; and/or reconciles to budget.
- Contacts

Screens and prioritizes incoming calls.

- Responds to inquiries.
- Provides basic interpretation of policies and procedures.
- Researches information to resolve problems or issues.

Student Services

- Provides a variety of administrative support for student services such as recruitment; admissions; applications; curriculum; program evaluation.
- Recommends alternatives for course requirements.
- Reviews administrative processes and procedures regarding student services and recommends changes.

Performs other duties as assigned.

Minimum Qualifications:

- A high school diploma or its equivalent along with 4 years of administrative support experience is required.

Minimum Competencies: (Skills, knowledge, and abilities.)

- Intermediate knowledge of word processing, spreadsheet, email, and database software programs is required.
- Experience with Sponsored Projects.

Preferred Qualifications: (Education and experience)

- College degree.
- One to three years' experience in an academic environment.

Preferred Competencies: (Skills, knowledge, and abilities)

- NU Financial System
- NU SES
- Microsoft Excel, Powerpoint, Word
- NUESPR and InfoEd systems

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Questions?

For consideration, current employees must submit an online application. For specific questions about this position, current employees may contact Eric Noll at eric.noll@northwestern.edu. External candidates should be directed to apply via Northwestern's career site at careers.northwestern.edu