Manor College in Jenkintown has an opening for two Part-Time Administrative Assistants.

**Summary:**

The Administrative Assistant is responsible for secretarial services for the Academic program’s daily activities, ensuring that all work is done accurately and in a timely fashion. The Administrative Assistant will also provide support and communication to Deans, Program Directors, Faculty and Students. The jobs will be 20 hours per week.

**General Responsibilities:**

* Maintains strong communication with Deans and Program Director to identify and support current initiatives and concerns.
* Maintains a high level of professionalism and confidentiality during interactions with students, fellow faculty members and other professional colleagues.
* Prepares new student folders and welcome packets.
* Proctors exams as needed.
* Helps students with routine problems regarding registration, Add/Drop, finding a classroom, Student Services, Learning Center, etc.
* Prepares and distributes information to students as needed.
* Assists with new student orientations.
* Answers office phones and relays messages
* Serves as liaison between office and students, office and adjuncts, adjuncts and students as needed.
* Works closely, positively and collaboratively with other College administrative offices.
* Communicates with potential employers who call to post job openings or obtain lists of eligible externship students to recruit.
* Attends Division, Faculty, Committee and Department Meetings
* Creates, administers, collates and archives Surveys as needed
* Maintains student files
* Creates, maintains and archives a wide variety of student reports for tracking and reporting purposes
* Assists with data for annual reporting and with preparation and response for accreditation visits every 5 years.
* Prints grade cards at semester end and sends letters out as needed.
* Maintains and shares a repository of all course curriculum by semester.
* Completes P-card reconciliations and creates monthly statements.
* Assists with sophomore externships.
* Proofreads Newsletter, and Student/Faculty handbooks and any other documents as requested
* Maintains history of grant purchases
* Coordinates office/administrative tasks for work study students as needed
* Helps maintain Program website.
* Promote and Uphold Manor’s Catholic Basilian Mission
* Other Duties as Assigned

**Qualifications:**

* Proficient in all Microsoft Office applications
* Knowledge of Google docs
* Minimum 3 year of experience as a secretary/administrative assistant
* Must be able to multi-task and work in a fast paced environment. Ability to work efficiently and be detail-oriented.
* Must have a professional phone manner and good interpersonal skills. Must be able to maintain confidentiality.
* Excellent attendance and punctuality
* Must be reliable
* Associates Degree preferred

**To Apply:** Please submit your resume with salary requirements to [jobs@manor.edu](mailto:jobs@manor.edu).