

**Job Title: Administrative Assistant 2**

**Department: Title III Program and Fiscal Management Office**

**Bargaining Unit: AFSCME**

**Job duties include:**

- Provide a full range of office management services including maintaining office files, answer/screening calls, maintaining inventory and ordering supplies
- Create and maintain spreadsheets from reporting queries and Business Intelligence (B.I.) applications
- Provide written narratives from monthly reports
- Draft written correspondence
- Assist with creating a quarterly newsletter
- Coordinate event schedule
- Review and process requests for professional development funds from faculty and staff
- Maintain time and effort reports
- Research and gather data for federal and state agencies
- Maintain asset inventory for Title III

**Education, Training, and/or Experience:** Bachelor's degree required with a minimum of 3 years office management and/or project assistance experience. This includes event coordination, spreadsheet and database management, development of meeting and event materials and scheduling, and the collection, recording, compilation and presentation of program related information. Skilled in the use of the internet, social media, and all aspects of Microsoft Office.

**Knowledge & Skills, Abilities:**

- Ability to make effective decisions
- Ability to establish and maintain effective working relationships communicating with all stakeholders
- Strong written and verbal communication skills
- Ability to analyze varied data, recommend data use and interpret data into narrative reports
- Ability to do data research
- Interact with diverse publics in a friendly and welcoming manner
- Work effectively in a team environment
- Computer Skills (Microsoft Word Suite and work-related software. Proficient in SAP a plus)

**Instructions for Applying:**

*Please send a copy of your cover letter and resume to [Hr@Cheyney.Edu](mailto:Hr@Cheyney.Edu).*

**\*\*All offers of employment are subject and contingent upon satisfactory completion of all pre-employment criminal background checks.**