DESCRIPTION OF JOB:

The School of Integrative Studies Administrative Coordinator supports the School of Integrative Studies (SoIS) program leaders and the dean. Support comes in the form of managing the SoIS office; assisting with projects related to programs and initiatives; coordinating processes and procedures; planning events; providing hospitality to local and international guests; and serving as point person for promotion and marketing, including developing and maintaining the School website. Supervising student workers is also a part of the role.

Responsibilities:

ROLE: Support of SoIS Program Areas

- Engage in project-level work and general support of the SoIS Program areas as needed and in consultation with the SoIS Dean. Examples include, but are not limited to, providing primary administrative assistance for our Common Reading Program and tracking in the Honors Program
- Assist in maintaining and promoting the relationships that SoIS has entered into with the community, global partners and guests (note that on occasion this work requires hours outside the typical work day)
- Serve on committees, such as the Honors committee and Edgewood Engaged committee, to plan, collaborate and execute programming
- Provide administrative support to the SoIS Dean

ROLE: Coordination of School-Level Procedures and Processes

- Coordinate office processes and procedures to ensure the smooth functioning of SoIS
- Serve as the main point of contact for the School of Integrative Studies, and maintain current information on SoIS people and programs in order to respond effectively
- Supervise, train and schedule student worker
- Support the work of the SoIS Leadership Council including attending meetings and taking meeting minutes
- Organize and maintain School-level records including the Individualized Major and Minor process, student research travel funds, and SoIS budget records

ROLE: Event Planning

- Collaborate and communicate with college personnel and community members to plan, manage, and advertise events that support the mission and goals of SoIS
- Provide support for the annual Edgewood Engaged event including a lead role on the keynote dinner
- Provide support to Honors Program programming and field trips
- Communicate with campus and community to promote events

ROLE: Promotion and Marketing

- Coordinate and support the development of Nexus, the SoIS newsletter
- Lead the development and ongoing support of the SoIS website
- Support the promotion and support of student accomplishments in SoIS program areas
- Communicate with relevant stakeholders to inform of program news, events, and accomplishments

ROLE: Campus Citizen

- As appropriate serve on campus committees, such as search committees, as a representative of SoIS
- Responsibility: Contribute to campus in ways that advance its mission and create a positive, inclusive learning environment for students
JOB QUALIFICATIONS

Necessary Education or Work Experience:

- Earned bachelor’s degree from an accredited institution
- Minimum of three years of administrative support experience with some experience working in higher education commitment to/familiarity with interdisciplinary liberal arts preferable

Required Knowledge and Skills:

- Excellent verbal and written communication, as well as research skills
- Documented ability to successfully work independently and solve problems
- Documented organizational skills and reliability
- Proven ability to work as team member
- Technological competence including working knowledge of spreadsheets, word processing, and databases
- Willingness to learn new software and stay technologically current

Specialized Technology Skills:

- Experience designing and maintaining websites
- Basic graphic design abilities desirable

Other Qualifications:

Demonstrate multicultural competence – the awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways.

The candidate must actively support the mission of the college by working with faculty, staff and students to share in our core values - truth, compassion, justice, partnership, and community.

Review of applications will begin August 15 and will continue until the position is filled.

To apply: Send a letter of application, resume, and references to:

Edgewood College
Human Resources – ACIS
1000 Edgewood College Drive
Madison, WI 53711
E-mail: humanresources@edgewood.edu
Equal Opportunity Employer