Position Title: Administrative Assistant
Dept/Office: Graduate Psychology/The Family Center
Reports To: Betty Rygiewicz (608-663-4364) (BRygiewicz@edgewood.edu)
Address: The Family Center, 8025 Excelsior Dr. Ste. 110, Madison, WI 53717
Pay: $7.25/hour
Hours: Monday & Thursdays 12:30 p.m. to 7:00 p.m.
Tuesdays, Wednesdays and Fridays 4:00 p.m. to 7:00 p.m.
Date Updated: August 2, 2016

SUMMARY OF JOB SCOPE & RESPONSIBILITIES

The Family Center is a State Certified Outpatient Mental Health Clinic operated by the Department of Graduate Psychology as the training site for clinical interns in the Marriage and Family Therapy graduate program and post-degree residents. Primary responsibility of the Administrative Assistant is to be the first contact a client has with The Family Center. Duties include answering the phone, greeting the clients; ensuring therapists get their messages, collect and distribute mail, assisting with some administrative projects or tasks and maintaining a clean and orderly reception area.

JOB QUALIFICATIONS

Necessary Education or Work Experience:
- Work Study student
- Customer Service experience

Required Knowledge and Skills:
- Excellent oral/written communications skills
- Excellent telephone skills
- Able to quickly understand the nature of the agency
- Able to handle several situations at once with poise and confidence
- Develop ability to work without constant direct supervision
- Possess excellent customer service skills and enjoy working with people
- Able to understand and maintain confidentiality
- Computer proficiency (MS Word, Excel, Outlook, etc.)

Other Qualifications/Requirements:

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.

Must have transportation to The Family Center located at 8025 Excelsior Drive on the West Side of Madison off of Old Sauk Road.
PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; frequently required to use hands to finger, handle, or feel; the ability to interpret and respond to printed documentation; the ability to communicate effectively on the telephone; and the ability to communicate effectively both orally and in writing. The employee must occasionally lift and/or move up to 10-20 pounds. The noise level in the work environment is usually quiet.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.