

# Senior Administrative Assistant

## Office of Vice President for Academic & Student Services

North Central State College is seeking a detail-driven, highly organized, and people-oriented professional to join our Academic Services team as a Senior Administrative Assistant. This position offers the chance to support the Vice President for Academic & Student Services and play a pivotal role in the smooth operation of academic programs and student services initiatives that impact students, faculty, and the wider campus community.

### What You'll Do:

As the Senior Administrative Assistant, you'll be the go-to resource in the VP's office for everything from scheduling and communication to event coordination and academic processes.

### Key Responsibilities (including but not limited to):

#### Administrative Support

- Perform a wide variety of varied, complex, sensitive, highly responsible, and confidential office administrative, secretarial, advanced clerical, and routine programmatic support functions in support of assigned senior managers and their respective division(s) and/or department(s).
- Receive and screen communications to the assigned management staff member including office visitors, telephone calls, e-mail messages, and mail.
- Maintain the calendar of assigned senior manager(s) including scheduling/updating appointments. Assist in the planning of meetings, notifying/confirming participants, reserving meeting space, recording detailed minutes and other related tasks needed.
- Make travel arrangements and reservations for assigned senior managers. Coordinate travel arrangements, making reservations, preparing itinerary and supplying detailed directions.
- Complete budget processes under direction of assigned senior manager, including but not limited to, account tracking through the creation of purchase requisitions, purchase orders and tracking of budget transfers.
- Develop, implement and improve office policies and procedures including the implementation of tracking systems.
- Administer various academic division processes, including but not limited to, the newly hired faculty rank process, faculty evaluations/contract renewals, academic probation & dismissals, academic honors & Dean's List, and academic calendars
- Act as lead coordinator for annual graduation ceremony including scheduling, contacting petitioners, ticketing, purchasing, regalia orders, vendor set up, practice and ceremony

#### Clerical Support

- Operate standard office equipment including telephone system, computers and related software including word processing, spreadsheet and database and presentation software. College standard is Microsoft Office.
- Provide visitors and callers with general information on a variety of administrative and academic issues in person, by phone call, and/or e-mail

- Process and track incoming and outgoing mail for the Vice President's office
- Monitor and track office supply inventory levels for the office
- Send dismissal, probation, honor letters
- Coordinate/track faculty evaluations, contract renewal, update chart, send "memo of intent" to appropriate faculty
- Gather and process information for reporting purposes. Analyze and summarize information as requested
- Prepare responses to routine correspondence
- Maintain/administer document retention and storage of physical and digital documents as required by College policy, state and federal regulations/guidelines

### What We're Looking For:

**Education/Experience:** Associate's degree in Office Management, Business Administration, or related field, plus at least 2 years of increasingly responsible administrative experience.

### Why You'll Love Working Here:

You'll be part of a supportive, mission-driven community that values collaboration, innovation, and student success. In this role, you'll have a direct hand in shaping the academic experience for students while working alongside faculty and staff who are passionate about making a difference.

We offer a competitive salary, excellent benefits, opportunities for professional growth, that includes:

- Competitive pay
- Medical, dental, and vision insurance with low deductibles
- Employer contributions to retirement (14% for SERS, 10.15% for ARP)
- College-paid life and long-term disability insurance
- Generous time off:
  - 80 hours vacation to start (to a max of 160 hours)
  - 120 hours of sick time/year
  - 16 hours of personal time/year
  - 12 holidays + 2 additional College-paid days/year
- Free tuition at NCSC for employees, spouses, and dependents
- Tuition reimbursement for education outside NCSC

### Application Review Begins: September 8, 2025

Position open until filled

(Posted August 25, 2025)

### Ready to Join Us?

Submit your resume and cover letter at:

👉 [www.ncstatecollege.edu/jobs](http://www.ncstatecollege.edu/jobs)

Or send to:

**North Central State College**

Attn: Human Resources

2441 Kenwood Circle

Mansfield, OH 44906