



OTTERBEIN UNIVERSITY

Job Posting

Job Title: Administrative Assistant

Job Class: Support Staff

Department: Equine Science

Reports to: Kari Briggs

FLSA status: Part-Time, 15 hours/week/non-exempt/12 months

To Apply: Please email an Otterbein employment application, cover letter and resume including salary expectations addressing this position to hr.jobs@otterbein.edu; FAX to 614-823-1511; or mail to Otterbein University, Human Resources, 1 South Grove Street Westerville, OH 43081.

SUMMARY: Performs skilled tasks needed to maintain the facilities and records of the Otterbein University Austin E. Knowlton Center for Equine Science. Provides administrative support for The Department of Equine Science

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Assists the Department with admission efforts including tours of the Equine Center and special promotional events.
- Keeps all areas of the Equine Center offices and classroom organized and clean Schedules appointments, facility repairs, deliveries and tours
- Assists Barn Manager with ordering stable supplies and office supplies:
- Answers incoming calls, take messages, checks voice mail.
- Performs administrative duties for IHSA and IDA
- Maintain lesson spreadsheets and attendance records
- Performs administrative duties including but not limited to: correspondence with campus administration and students, bookkeeping and deposits to business office, create purchase orders, and maintain vendor, equipment and stable files.
- Support faculty and troubleshoot classroom technology also including room set up and organization.

SUPERVISORY RESPONSIBILITIES: N/A

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or equivalent

CERTIFICATES, LICENSES, REGISTRATIONS: State of Ohio Driver's license; ability to get and maintain Decision Driving Certificate through Otterbein University.

LANGUAGE SKILLS: Must be competent in verbal and written English communication. Strong interpersonal skills.

MATHEMATICAL SKILLS: Must possess basic math skills

TECHNICAL SKILLS: Must take pride in and be thorough in quality of work produced; must be able to use general office equipment including office computer, copier, telephone, facsimile machine, etc.;; knowledge of safety practices, precautions and occupational hazards associated with equine work;.

REASONING ABILITY: Must possess excellent attention to details; must be a team player and interact collegially with co-workers and other constituencies; must possess excellent customer service skills; must possess strong organizational skills; ability to exercise initiative and independent judgment in unusual or new situations; must be able to work independently.

PHYSICAL DEMANDS: The physical demands 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.

Must be able to spend prolonged periods of time working in a dusty environment; able to reach, lift to 50 lbs; must be able to hear and make self heard by co-workers and other constituencies; must be able to see to process work that the person is responsible for completing; must be able to work under deadlines and with constant interruptions. Must be able to meet regular and predictable attendance standards.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is at an Equine Facility. Employees must work in all temperatures and weather conditions. The environment is very dusty. Going off premises for breaks is difficult due to time and distance constraints. A heated break room and lavatory are provided. Noise levels vary from quiet to loud

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission.

Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald
Director of Human Resources
[614.823.1130](tel:614.823.1130)
sfitzgerald@otterbein.edu