

## Administrative Assistant Position Description

### **ASSOCIATED COLLEGES OF ILLINOIS**

Associated Colleges of Illinois (ACI), a 65 year-old network of 24 private liberal arts colleges and universities, has as its mission "Associated Colleges of Illinois supports member colleges and universities by advancing independent liberal arts and sciences education and helping underserved students succeed in college, career and life." Please see our website, [www.acifund.org](http://www.acifund.org).

ACI seeks to hire a full-time Administrative Assistant to begin June 12-or sooner-to work in a fun, social-rewarding environment.

**Graduates of ACI member colleges and universities are encouraged to apply.**

### **MAJOR RESPONSIBILITIES**

The Administrative Assistant will focus her/his time on:

- Database entry and maintenance
- Conference and college scholarship support
- Special event planning support
- Internet and library research
- Additional duties as requested

### **KNOWLEDGE AND SKILLS**

The ideal candidate should enjoy working in a dynamic, results-oriented environment in which expectations are high for both the quality and speed of work. They should have energy, passion and ideas to enhance the culture of the entire organization, and enthusiasm to promote and communicate our mission and values to our stakeholders. In addition, they should have:

- 2+ years of work experience in administrative support, technology, event planning
- Ability to multitask, establish and rearrange priorities, and maintain focus
- Ability to work collaboratively with a wide range of constituencies
- Good attention to detail
- Experience with eTapstry, Cvent, Word, and Excel preferred
- Bachelor's degree

To apply, please send your resume, three references, salary needs (required), and your response to the following questions (non-responsive applications will not be considered):

- 1) Why you are qualified and a great fit for this position?
- 2) Describe a challenge you've had at work or college and how you dealt with it.
- 3) What would your supervisors/colleagues say about working with you?

**Please send your application package to [mweltman@acifund.org](mailto:mweltman@acifund.org) no later than Friday, May 19, 2017 @ 3:00 pm.**