

Secretary I, Career Center – Vincennes, IN

Vincennes University is seeking applicants for the position of Secretary I in the VU Career Center. Located on the Vincennes campus, this full time, support staff position with benefits, reports to the Career Center Director. The Career Center is a fast-paced environment.

The candidate chosen for this position will have outstanding communication and organizational skills. The successful candidate will be detailed-oriented, work with students and employers, handle multiple projects at any time, and be able to prioritize tasks.

Essential Skills:

Good judgment, discretion, ability to handle confidential information

Manage multiple tasks and projects simultaneously

Proficient computer skills: Word, Excel, email, Google searches. (Access preferred)

Team-oriented

Required skills/attributes

Daily Duties:

- Communicate with students, alumni, employers, faculty, and other VU departments
- Answer all incoming phone calls using proper phone etiquette
- Maintain accurate records for multiple Career Fairs and events simultaneously: track employers' registrations, collect event payments, ensure all qualifications are met
- Greet and assist all Career Center visitors: students, alumni, and employers
- Schedule appointments and maintain multiple calendars with accuracy
- Assist with data collection using various Center electronic tracking systems
- Organize, schedule, and promote employers' visits to campus
- Work Career Center events: Workshops, Career Fairs, and Information Sessions
- Assist students and employers using various Center software
- Provide support to Director and Career Specialists
- Prepare office correspondences
- Research and secure venues for various Career Center events
- Enter work orders, travel requests, and room reservations
- Order and track office supplies
- All other duties as assigned

Working Hours:

Monday through Friday, 8:00am to 4:30pm. Occasional evenings.

Required Qualifications:

High School Diploma

Associate degree (preferred)

One year experience in office or customer service environment

Benefits: Competitive benefits package including health insurance, 16 paid holidays, tax-deferred retirement contributions, vacation, and sick leave. More information can be found by visiting the Benefits page of the VU website: <http://vinu.edu/human-resources>

How to Apply: Interested applicants should submit the following, in order, via email as one pdf document: a cover letter, resume, and contact information for three references. **Title Format: LastName_FirstInitial_JobTitle** to jobs@vinu.edu or hard copy application materials may be mailed to Human Resources, 1002 North First Street, Vincennes, IN 47591.

Applications will be accepted until the position is filled. Interviews may be held concurrently with the advertising period. While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Please note the selected candidate will be required to submit to a criminal history background check. Vincennes University is an Equal Opportunity and Affirmative Action Employer