Administrative Coordinator, Pulsifer Career Development Center

Bentley University

Job Description Summary
This position reports directly to the Senior Associate Director and Operations Manager for Undergraduate Career Development (UCD) and secondarily to the Director of Undergraduate Career Development within the Pulsifer Career Development Center.

Primary responsibility is to provide daily administrative support for the Undergraduate Career Development (UCD) Team. The Administrative Coordinator serves as first point of contact for internal and external constituents (students, alumni, faculty, staff, and employers); manages all administrative functions including, but not limited to, scheduling student appointments, keeping track of appointment and workshop data, alumni and employer engagement for UCD and handle procurement needs as it relates to printer, paper and other supplies for UCD. The Administrative Coordinator will be an expert on office's internal system of business, Handshake, to help students understand and maximize the use of this system.

Essential Duties:

- Provides administrative assistance for the Undergraduate Career Development Team. This includes, but is not limited to, scheduling and tracking student appointments; manage all in-coming queries via phone, email and in-person; track employer and alumni engagement as it relates to the UCD team; assist with corporate and vendor invoicing and tracking as needed; purchase office supplies; schedule departmental meetings and take and provide clear notes from meetings; and become an expert user on the Handshake System.
- Conduct data processing in Handshake and data sourcing on LinkedIn.
- Manage room booking and catering orders for UCD events; liaise with The Conference Center to provide room scheduling and media services.
- Photocopy and help prepare brochures, CDI materials, handouts, plus other materials as needed.
- Provide software support to staff and students (including Microsoft Office (Outlook, PowerPoint and Excel) Handshake, WorkDay, UConnect, VMock, Big Interview, Interstride, etc.).
- Additional duties may include drafting newsletters, updating web, marketing materials, coordinating student work, and keeping track of final student placement reports.

Secondary Duties:

- Will be asked to assist Employer Relations team (as needed) within the Pulsifer Career Development Center with: greeting employers and helping to set up interview days for on
campus recruiting as needed, approving Handshake jobs and events and help monitor the recruiting email and phone when needed, and helping with logistics prior to the two campus wide career fairs and assist day of the fair.

- Help with ad hoc requests from managers and Executive Director of the Pulsifer Career Development Center.
- May oversee work of the work-study students/career colleagues.

**Minimum Qualifications:**

- HS Diploma or G.E.D. equivalent and 2 - 4 years experience; Bachelors degree preferred with 1 year of relevant work experience
- Strong proficiency with Microsoft Office - Outlook, Word, PowerPoint and Excel
- Willingness and ability to learn and master new technology and platforms
- Must be respectful and aware of diversity of the student, staff and faculty population; make effort to work with cultural differences and open to learning about such differences.
- Excellent communication skills (verbal and written) required.
- Outgoing self-starter and ability to work independently
- Must have strong work ethic, be detail oriented and devoted to consistently delivering a high level of customer service.
- Must demonstrate initiative and dedication to finishing tasks expeditiously/when due; must have excellent follow up and follow through skills.

**Work Environment:**

- Typical office setting with extensive sitting and computer work. This position is in office, five days a week. There will be minimal virtual/remote work and only as approved by manager.
- Ability to travel within campus and off campus for meetings and other work-related events.

Bentley University requires references checks and may conduct other pre-employment screening.

**DIVERSITY STATEMENT**

Bentley University strives to create a campus community that welcomes the exchange of ideas, and fosters a culture that values differences and views them as a strength in our community.

Bentley University is an Equal Opportunity Employer, building strength through diversity. The University is committed to building a community of talented students, faculty and staff who reflect the diversity of global business. We strongly encourage applications from persons from underrepresented groups, individuals with disabilities, covered veterans and those with diverse
experiences and backgrounds.

Apply Here: https://www.click2apply.net/PdBYMMH7rJR758AliPo1d

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