



Administrative Assistant  
Division/Department: Education

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Mitchell College is building on its long history of making liberal arts education more accessible by pioneering an entirely new approach which is flexible, strength-based, and interest driven. Our ability-based approach to learning focuses on teaching adaptability through a core academic discipline curriculum, which provides multiple opportunities for students to apply skills in different learning and professional contexts. To keep this model innovative, vibrant and responsive to students' interests, we need instructors and faculty who are experienced in building cross-disciplinary collaborations between areas of interest, both in our core curriculum and in dynamic new concentrations of study. This revolutionary approach to learning ensures students learn the adaptive skills they need to live life well, both professionally and personally.

Mitchell College is seeking applications for the position of Administrative assistant in their Education Department. S/He will be a dynamic individual who will provide coordination and administrative support for the Education Department programs and serve as the first point of contact in for current and prospective students as well as visitors.

**Key Skills/Knowledge:**

- Excellent written and verbal communication skills, including knowledge of proper phone etiquette
- Strong customer service skills, along with the ability to effectively interact with a diverse population of students, faculty and staff
- Ability to follow oral and written instruction
- Ability to maintain manual and electronic records
- Excellent organizational skills and demonstrated ability to prioritize tasks and multi-task
- Excellent skills in problem solving
- Ability to exercise good judgment
- Desire to continuously improve office procedures
- Ability to work independently and as part of a team
- Possession of tact, diplomacy, and professional demeanor

**Key Relationships and Supervision:**

This position works directly with the faculty, adjuncts, and students of the Education Department.

**Required Education and Experience:**

- High School Diploma required, Associate's Degree preferred
- Experience in educational settings
- Ability to work collaboratively with public school personnel, college students, faculty, adjuncts, and students
- Experience working with confidential documents.

Mitchell College is an Affirmative Action-Equal Opportunity Employer and does not discriminate in employment on the basis of race, color, religion, sex, national origin, ancestry, political affiliation, sexual orientation, gender identity or expression, marital status, disability and genetic information, age, membership in an employee organization or other non-merit factors.



- Strong computer skills (Microsoft Word, Excel & Outlook) and organizational skills
- Ability to complete responsibilities within tight deadlines; and enthusiasm for the diverse students at Mitchell College.

**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.

A small liberal arts college, Mitchell developed its distinct educational approach over 80 years, blending a tradition of mentoring with an expertise in teaching diverse learning styles to create a highly individualized model that benefits all students. Mitchell is committed to the broader community through building strong, creative, and cooperative partnerships. Located on a beautiful waterfront campus in historic New London, it is also home to championship NCAA Division III athletics and the Duquès Academic Success Center which includes the renowned Bentsen Learning Center.

This is a Full Time, FLSA Non- exempt level hourly position paid bi-weekly, and eligible for regular College benefits. For further information regarding our application procedures, please visit <http://mitchell.edu/careers/>. The hiring process will commence immediately and early applicants will receive priority consideration. Mitchell College reserves the right to end the search at any time based on a suitable applicant being identified.

For full candidate consideration, please send a cover letter, your CV/resume and 3 references (contact information or letters) by July 31, 2018 to [jobs@mitchell.edu](mailto:jobs@mitchell.edu). The application review process may commence immediately upon receipt of your letter of interest, though references will not be contacted until the applicant has been notified. For further information regarding our application procedures, you may visit <http://mitchell.edu/careers/>.

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