

Office of Student Financial Aid Administrative Assistant

Philander Smith College, Little Rock's private Liberal Arts College, seeks outstanding, enthusiastic, creative, and committed individuals for an entry level position in the Office of Financial Aid. The college is undergoing a Renaissance, internally and externally, and is looking for individuals who are team players with a commitment to young people furthering their education.

The successful candidate must provide quality customer service in a high volume, fast-paced environment. The candidate must be able to multi-task and provide advanced secretarial and clerical skills. The candidate should have relevant experience in dealing with the public; excellent oral and written communication skills and interpersonal skills. The candidate must also possess a working knowledge of Microsoft Office and be creative in expressing the ideas of the office. Above all, the candidate must be a team player and an agent for change.

Responsibilities will include but are not limited to conducting preliminary screening and counseling of students to determine appropriate action; requisition preparation; and general office management while achieving the goals and objectives of the Financial Aid Office and maintaining the mission of Philander Smith College.

Minimum qualifications include two years of successful experience as an administrative assistant or office manager.

Application Instructions:

Please forward a resume with three professional references and a letter of application to:

HumanResources@philander.edu

Financial Aid Administrative Assistant Search Committee

Deadline: Immediate