Administrative Assistant / Driver

The administrative assistant works with the Program Manager and other office staff to assist with administrative duties relating to the day-to-day functions of Brandeis Precollege Programs.

This position may require extensive driving and applicants must have experience driving a 12 passenger van (or similar) and a safe driving record.

Candidates must be able to work during regular working hours during various shifts (adding up to 30 - 40 hours per week with potential for overtime) including some Sundays and Holidays (July 4th).

Precollege Programs regular working hours are as follows:

- Until June 25: Monday - Friday, 9AM to 5PM
- From June 25 to July 31: Sunday - Thursday, 7AM - 9PM. Fridays 7AM - 6PM
- After July 31: Monday - Friday, 9AM to 5PM

Responsibilities:

- Data entry and daily telephone coverage
- Managing supply and equipment use
- Coordinating transportation schedules
- Managing OHSP storage facility and inventory
- Managing paperwork, key inventory, and meal card inventory
- Preparing residence halls and rooms including, but not limited to, room checks, key testing, as well as linen distribution and collection.
- Procuring program-necessary goods including, but not limited to, shopping, pickup and delivery of linens and other program-necessary goods
- Driving vans for program trips and airport shuttles
- Management of residence hall maintenance issues and concerns
- Coordination of field trips and informal educational programming
- Prompt attention to daily needs of participants and program staff/faculty
- Other responsibilities as deemed necessary