Administrative Assistant

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

Candidates must be able to work 30 - 40 hours per week during regular working hours 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

Primary responsibilities include but not limited:

- Data entry
- Daily telephone coverage
- Management of paperwork
- Management of key inventory
- Management of meal card inventory
- Coordination of transportation schedules
- Management of supply and equipment use
- Inspection and distribution of materials in dorms
- Delivery of mail, supplies, and materials around campus
- Management of residence hall maintenance issues and concerns
- Coordination of field trips and informal educational programming
- Management of room reservations for special programming or rain dates
- Prompt attention to daily needs of participants and program staff/faculty
- Other responsibilities as necessary