

SIMPSON COLLEGE  
Lead Administrative Assistant for Student Development

Simpson College seeks a full-time Lead Administrative Assistant for the Student Development Division. Duties and responsibilities will include, but are not limited to:

- Performing administrative duties for all departments under the Student Development umbrella.
- Assist with the planning and implementation of programming for the First-year experience.
- Update and maintain student records in the College's database system.
- Supervision of work-student staff members.

Skills and knowledge needed include:

- Proficiency in Microsoft Office (Word, PowerPoint, Excel, Outlook),
- Ability to learn College software programs for data collection.
- Ability to work independently,
- Good written and oral communication skills,
- Ability to maintain confidentiality.
- Ability to occasionally exercise independent judgment in situations requiring immediate attention.
- A minimum of a high school diploma with two years of relevant work experience.

To apply, please send a letter of application, resume, and the names and contact information for three professional references to Human Resources, Simpson College, 701 North C Street, Indianola, IA 50125 or by e-mail to [employment@simpson.edu](mailto:employment@simpson.edu). Review of applications will begin immediately and continue until the position is filled.

Simpson College does not unlawfully discriminate and aims to employ persons of various backgrounds and experiences to help constitute a diverse community. We are particularly interested in receiving applications from members of underrepresented groups. You will find the entire EOE statement at <http://simpson.edu/employment-opportunities/>. Successful applicants will demonstrate a commitment to cultural diversity and the ability to work with individuals from diverse backgrounds. Employment will require a criminal background check, which may include, but is not limited to, criminal history, national sex offender search, and motor vehicle history.