

Administrative Assistant – Education Records Management

Simpson College is now accepting applications for the position of Administrative Assistant, Education Records Management. This position provides assistance with the data collection, management, and reporting for students and program in the Teacher Education Department. This individual also maintains the Teacher Education website.

Skills and knowledge needed include:

- Knowledge and skill in Microsoft Office (Word, Power Point, Excel, Outlook),
- Ability to learn College and State software programs for data collection and reporting.
- Good written and oral communication,
- Ability to manage multiple projects simultaneously and prioritize in order of importance or time sensitivity.
- Ability to exercise independent judgment in situations requiring immediate attention.
- Bachelor's degree preferred or a minimum of a high school diploma with 5 years relevant work experience, preferably in an office setting.

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 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.