

Administrative Assistant

Position Number: 999882

Deadline Date: July 1, 2008

Salary Range: \$32,000

To Apply: Please submit NCF application and resume to jobs@ncf.edu or fax to 941-487-5021 or mail to New College of Florida, 5800 Bay Shore Rd. PMC112, Sarasota, 34243-2197. Application **required** and can be found at www.ncf.edu, *Employment Opportunities*.

Responsibilities: Administrative Assistant manages all budget and personnel functions, and many administrative functions, for the New College Office of Admissions & Financial Aid.

Minimum Qualifications: High school diploma and seven years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Preferred Qualifications: Bachelor's degree in Business Administration; previous experience as an administrative assistant; experience with Microsoft Word, Excel, Access, and Outlook; and experience with the Banner Finance Module.

Knowledge, Skills, and Abilities: Knowledge of finance and accounting procedures, personnel and payroll procedures; and the ability to manipulate a variety of computer programs and applications, to communicate effectively, verbally and in writing, to work in a highly active and deadline driven office.

Security background check required