Summary:
The College of Nursing Dean’s Office is currently searching for a Graduate Staff Assistant for 20 hours per week for spring 2019. This position is offered each semester and renewed to candidates who meet expectations while enrolled as a student.

Position Responsibilities:
Provide administrative support for Dean’s Office staff, to include the Dean's Assistant, Human Resources Director, Assistant Dean for Operations, and Operations Assistant.

Duties include:
- Answers telephones and greets guests to include university administrators, faculty, staff, students, potential students and parents, and other distinguished members of the community.
- Maintains front desk area; keeping it neat, organized and materials up-to-date
- Supports Dean’s Office personnel with general office duties, database entry, filing, office coverage when personnel are not available or off campus, and errands
- Drafts memos, letters, e-mails, documents and other responses as directed
- Distributes Dean’s Office mail to appropriate staff
- Uses Microsoft Office proficiently to perform a wide range of tasks including creating nametags, flyers, mail merges, etc.
- Staffing events and representing the CON
- Assists with planning, organizing and implementing College of Nursing events/meetings
- Performs other duties as assigned by the College of Nursing Dean

As a representative of the Dean’s Office applicants must present professional demeanor and appearance. Applicants must also be able to work with minimal supervision, have attention to detail, and have superior verbal and written communication skills.

While not a requirement for this assistantship, candidates with academic or practical experience in an office setting or higher education are preferred.

Application Process:
If interested, please email cover letter and resume to Jessica McCormick, Executive Assistant to the Dean, at jmccorm@mailbox.sc.edu.