

**JOB TITLE: Administrative and Education Assistant**

**REPORTS TO:** **Wild Basin Director**

**BASIC FUNCTION:**
Provide clerical and administrative support to Wild Basin Wilderness Preserve. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

# Qualifications: High school degree required. Preferred Bachelor’s degree in environmental studies, education, or business. 1 - 3 years of office management and administrative assistance experience preferred. Data entry/retrieval, spreadsheet, and database experience required. Experience with Microsoft Word and Excel required. Excellent written/verbal communication, word processing, and organizational skills required. Ability to interact confidentially and professionally with volunteers, students, parents, faculty, staff, and general public. Ability to efficiently manage multiple tasks and priorities. Ability to work collaboratively and cooperatively with diverse stakeholders. Ability to learn other programs, including contact management software, as necessary. A desire to learn about natural history, conservation, and environmental education is essential. Prior experience in an educational or natural resource profession is preferred. Ability to comply with workplace guidelines and attendance requirements. Successful completion of an employment and/or criminal history background check required.

**GENERAL RESPONSIBILITIES:**

* Assist with management of administrative records, contacts database, procedure manuals, equipment and supplies inventories.
* Answer phone calls and assist visitors.
* Process mail and requests for information and materials.
* Assist with outreach tasks, including developing content for blogs, social media posts, and newsletter
* Assist with outreach on SEU campus, including the further development and managing of bulletin boards in JBWS and tabling events.
* Assist with managing interns

Assist with preparing and arranging for meetings, workshops, seminars, and special events.

* Assist in coordination and implementation of special educational and outreach projects.
* Perform other duties as required.

SCHEDULE: Workplace for this position is at Wild Basin Wilderness Preserve. Occasional travel to St. Edward's University required. Occasional evening and weekend duties required. Transportation is not provided.

**OCCUPATIONAL GROUP:** Non exempt

**SUPERVISION RECEIVED:** General supervision is provided by the Wild Basin Director.

**SUPERVISION EXERCISED:** None

**PHYSICAL REQUIREMENTS:** The expectations listed below are representative of the abilities that may be needed to fulfill duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions**.** Physical strength/endurance to enable the individual to perform/participate in the following activities:

* Physically able to lift various materials up to 25 pounds on an occasional basis.
* While performing required job tasks, physically able to bend, crouch and reach continuously.
* While performing required job tasks, physically able to climb stairs, ladders or scaffolding as necessary.
* While performing required job tasks, physically able to remain seated, frequently to continuously.
* Possesses dexterity abilities required to perform typing, operate a computer and other office equipment, to perform filing, and related job responsibilities and attention to detail competence.
* Physically able to spend significant time reading both on paper and on a computer.
* Ability to travel by car and plane for University business. Ability to drive.

# About St Edward's University

Founded in 1885 by the Congregation of Holy Cross, St. Edward's University is a private, Catholic liberal arts institution of approximately 4,200 diverse students located in Austin, Texas. It is an exciting time to be part of the St. Edward's community, as the university pursues an ambitious plan to be recognized as one of the best small universities in the country.

**How to Apply**

St. Edward's University is an equal opportunity employer and hires only U.S. citizens and documented workers.

**EXPECTATIONS:** The incumbent is expected to have or possess:

* Ability to exercise and apply sound judgment and decision making skills as well as the ability to maintain integrity and confidentiality of data.
* Ability to edit work for spelling and grammar, present numerical data effectively and is able to read and interpret written information. Demonstrates accuracy and thoroughness and monitors own work to ensure quality.
* Adapt to change in the work environment, manage competing demands and able to deal with frequent change, delays or unexpected events.
* Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as required by the supervisor.
* Demonstrated ability and interest in growth and learning new skills.
* Ability to accept supervision, assignments, change and correction. Proven effectiveness in dealing with a wide range of professionals, staff, and administrators.
* Ability to balance priorities to accomplish assigned tasks within the required time frame and be able to shift quickly between several tasks without loss of continuity.
* Engage in meaningful and intentional professional development appropriate for areas of responsibility and actively engage in personal and campus well-being initiatives.
* Carry out all responsibilities and objectives in professional manner.
* Accept and render constructive criticism in a professional manner.
* Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds in accordance with the Holy Cross Mission.
* Adhere to the policies and procedures established by St. Edwards University.

*I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine positions at any time.*

Employee (Print Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­