The Department of Physics and Astronomy at East Tennessee State University is seeking an Executive Aide. This position is currently vacant and we would like the successful candidate to start as soon as possible.

To apply to this position, go to the following website: https://jobs.etsu.edu/postings/24091

The information below descibes the duties of this position.

Job Summary:

- Assists Departmental Chair with administrative duties.

- Assist with departmental budgets.

- Prepares and assists with course schedules.

- Manages the Department Office and oversees student workers.

- Place orders for materials needed by the Department.

- Assists faculty, staff, and students in filling out official forms.

- Interacts with faculty, staff, and students in the Department Office.

- Other related administrative duties as assigned.

Successful candidates should have a demonstrated commitment and contribution to fostering and advancing equity, diversity, and inclusion.

The value of employment at ETSU goes far beyond salary. The official workday is 7.5 hours, which includes a one-hour lunch/meal break. Regular benefited ETSU employees enjoy a full range of benefits, services, and programs including:

- Paid time off & leave

- 16 paid holidays

- Educational Assistance

- Health and life insurance

- Retirement

- Access to University facilities and services and much more!

Check out the ETSU Human Resources Benefits page for additional information at:

https://www.etsu.edu/human-resources/benefits/.

ETSU is committed to a diverse and inclusive workforce by ensuring all of our students, faculty, and staff work in an environment of openness and acceptance. Successful candidates should have a demonstrated commitment and contribution to fostering and advancing equity, diversity, and inclusion. East Tennessee State University (ETSU) is an Equal Opportunity/Affirmative Action employer.

Disclaimer: The Job Summary is intended to describe the general nature and level of work being performed by individuals in this classification. It is not intended to be a complete list of all responsibilities, duties, and skills required. Management reserves the right to revise the job or require different tasks to be performed as assigned to reflect changes in the position. The employee must be able to perform the essential functions of the position satisfactorily with or without reasonable accommodations.

Knowledge, Skills and Abilities:

- Budgeting/ accounting skills.

- People, listening, computer, and word processing skills.

- Ability to function independently and respond in a timely manner to provide assistance.

- Skill in organizing and prioritizing multiple tasks required for my own work and the work of others.

- Office management skills.

- Ability to work with a diverse population.

- Ability to establish and maintain effective working relationships.

- Must have knowledge of office procedures and office equipment.

- Ability to maintain confidentiality.

Required Qualifications:

High School diploma or GED plus one (1) year of secretarial office experience, OR an equivalent combination of education and experience (may consider those with relevant part-time experience).