



ANNOUNCEMENT OF VACANCY

POSITION: Facilities Management Administrative Assistant

POSITION SUMMARY: Responsible for providing Facilities Management (FM) customer service through the daily interaction with students, faculty, staff, and vendors who come to the office for assistance. Customer service includes generating maintenance work requests, issuing and receiving campus door keys, reserving rental fleet vehicles, and dispatching FM service technicians and staff. Administrative duties include: maintaining files, key inventory control, answering the phone, and assigning work requests to the appropriate technician. Proficiency with Microsoft Office and the ability to learn other computer software systems is required.

This position is part-time, 0.50 FTE, 20 hours per week.

QUALIFICATIONS:

EDUCATION: Bachelor's degree or equivalent is desirable but not required. Five years relevant experience will be considered in lieu of a degree.

EXPERIENCE: Two years administrative and front office experience is desired. A background in customer service and strong data entry skills are needed.

SPECIAL SKILLS: Strong written and verbal communication skills are required. Ability to plan and to work independently and as part of the FM team is necessary. Problem solving skills and sound judgement are needed for this position. Confidentiality is required.

PHYSICAL REQUIREMENTS: Work is light duty. Ability to stand or sit for extended periods of time is necessary. Ability to lift 20 pounds on an occasional basis. Strong verbal communication is critical for this position.

INQUIRIES: Application review will begin immediately. EMU reserves the right to fill this position immediately or to extend the search as circumstances may warrant. Send application, resume, and contact information for three references to:

Human Resources
Eastern Mennonite University
1200 Park Road
Harrisonburg, Virginia 22802
jobs@emu.edu
fax: 540-432-4744

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national or ethnic origin, sex, disability, age, sexual orientation, or gender identity. EMU conducts criminal background investigations as part of the hiring process.