

Psych 1 Program Administrative Associate

 School of Humanities and Sciences, Stanford, California, United States

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Job Classification Title: Administrative Associate
JCC: 4102
Grade: E

Psych 1 Program Administrative Associate:

Located within the highest ranked Psychology Department in the country, The Psychology One Program manages both an undergraduate introductory course and a teaching training program for graduate and advanced undergraduate students. For more on the Psychology One Program, see our website: <http://psychone.stanford.edu>

The Psych 1 Program Administrative Associate (AA) will support the logistics and material needs of the program by overseeing program scheduling, preparing course documents, and managing all expenditures. The AA will participate in all class lectures, weekly team meetings and other training events. The AA will consistently provide feedback to strategize for the growth and continued success of the Psych One Program. They will represent program values and goals while frequently interacting with faculty, students, staff, and individuals beyond Stanford University.

We are searching for candidates who enjoy a friendly, collaborative work environment with diverse responsibilities and problems to solve. This is a busy position requiring a high level of professionalism, productivity, accuracy, organization, flexibility, independence, sound judgment, and decision-making. An ideal candidate would be a dependable self-starter and exhibit excellent time management skills, communication skills (both oral and written), the ability to set priorities, extreme attention to detail with follow-through, tact, sensitivity to confidential information, positive attitude, and a passion for working with and supporting students. Knowledge of Stanford University, teaching, and psychological research are a plus.

****To be considered, please submit your most recent resume and cover letter****

Note: The job duties listed are typical examples of work performed by positions in this job classification and are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. Specific duties and responsibilities may vary depending on department or program needs without changing the general nature and scope of the job or level of responsibility. Employees may also perform other duties as assigned.

CORE DUTIES:

- Respond to inquiries, and determine and take appropriate action as required. Serve as a resource regarding a defined set of policies and procedures.
- Perform duties associated with scheduling, organizing, and operating conferences, seminars, and events,

including recommending vendors for services, overseeing the production and distribution of materials, coordinating logistics, and serving as liaison with internal and external vendors.

- Draft and/or generate routine communications; coordinate production (formatting, copying, etc.) and dissemination of documents, such as presentations, course handouts, grant proposals, conference and seminar materials, complex reports, brochures, and displays.
- Plan and schedule calendar(s) based on consultation, resolve calendaring conflicts, and arrange travel in compliance with unit, university, and sponsor policies.
- Process and monitor routine financial transactions, which may include researching and resolving discrepancies.
- Maintain office supplies and equipment; obtain vendor quotations, as needed. Coordinate office moves.
- May maintain approved content on websites.

** Other duties may also be assigned*

EDUCATION & EXPERIENCE (REQUIRED):

High school diploma and three years of administrative experience, or combination of education and relevant experience. A four year’s degree is desired.

KNOWLEDGE, SKILLS AND ABILITIES (REQUIRED):

- Proficient computer skills and demonstrated experience with office software and email applications.
- Demonstrated success in following through and completing routine tasks.
- Strong organizational skills and attention to detail.
- Strong verbal and written communication skills.
- Excellent customer service and interpersonal skills.
- Ability to prioritize and multi-task.

PHYSICAL REQUIREMENTS:

- Constantly perform desk-based computer tasks.
- Frequently sitting.
- Occasionally stand/walk, reach/work above shoulders, grasp lightly/fine manipulation, grasp forcefully, and use a telephone, sort/file paperwork or parts, lift/carry/push/pull objects that weigh up to 10 pounds.
- Rarely twist/bend/stoop/squat, kneel/crawl.

** Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job.*

WORK STANDARDS:

- Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.
- Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.
- Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide,<http://adminguide.stanford.edu>.

Final offers of employment are contingent upon successful completion of national criminal background check, national sex offender registry search and, where applicable, driving record.

Stanford is an equal opportunity employer and all qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other characteristic protected by law.

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Additional Information

- Schedule: Full-time
- Job Code: 4102
- Employee Status: Regular
- Grade: E
- Requisition ID: 86649