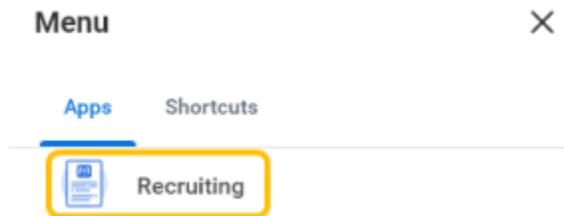


# Start Job Requisition

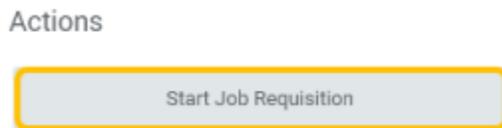
1. Click **Menu**.



2. Click **Recruiting**.



3. Click **Start Job Requisition**.



4. Select "replace a worker" when requesting to fill positions for employees with a future termination date or who terminated in the last 90 days. Select "add a worker" when requesting to fill newly created positions or positions vacated more than 90 days ago.

Note - to create a new position, use "Create Position" process before starting job requisitions.

### Basic Information

What supervisory organization is this job for? \*

x College of Arts and Science ...  
(Robin Vince)

This job will \*

- replace a worker
- add a worker

5. For **replace a worker**, select worker to replace.

Select a worker to replace \*

6. For **add a worker**, select **Yes** and select position being filled.

Note - to create a new position, use "Create Position" process before starting job requisitions.

Is there an existing position for this job? \*

- Yes
- No, create a new position for this job

Select an existing position for this job \*

7. Position details will automatically populate based on existing position restrictions. Review **Job Information** for accuracy and updated as appropriate.

## Job Information

### Job Profile \*

Suggested for you

Adjunct

Assistant Professor

Associate Professor

Classroom Proctor

Professor

Administrative Assistant - Hourly

### Job Title \*

Administrative Assistant

8. Review **Job Description Summary** and **Job Description** for accuracy and update as appropriate.

Note - contact Employee Services when updating a job description for multiple positions with the same title to ensure changes are made to all positions.

### Job Description Summary

The position is responsible for performing a wide range of administrative and office support activities for the dean, department, and/or faculty and to facilitate the efficient operation of the organization.

## Job Description

Format ▼ **B** *I* U **A** ▼ ☰ 🔗 ↕

**Essential duties and responsibilities**

- Manages the dean's calendar and independently schedules appointments
- Screens incoming calls and correspondence and responds independently when possible
- Communicates and greets visitors to the building/or office
- Prepares memorandums outlining and explaining administrative procedures and policies
- Arranges programs, events, or conferences by arranging for facilities and caterer, issuing information or invitations, coordinating speakers, and controlling event budget
- Directs preparation of records such as agenda, notices, minutes and resolutions
- Takes and transcribes dictation, and composes and prepares confidential correspondence, reports, and other complex documents
- Creates and maintains database and spreadsheet files
- Arranges complex and detailed travel plans and itineraries, compiles documents for travel-related meetings, and accompanies supervisor when requested
- Provides overall administrative faculty support
- Assists in managing highly detailed-oriented research projects
- Coordinates and manages workload and training for college graduate assistants

**Required knowledge, skills, and abilities**

- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint, and Outlook) as well as possess advanced computer research skills

**Minimum qualification**

- Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience

9. Review **Worker Information** for accuracy and update as appropriate.

## Worker Information

What location is this job based in? \*

Suggested for you Assaf Academic Center Green Center Remote Trinity Residence Hall

Freiburger Residence Hall

Are you hiring a new employee or contingent worker? \*

- Employee
- Contingent Worker

What type of worker are you hiring? \*

Regular

Is this job full time or part time? \*

- Full time
- Part time

What are the scheduled weekly hours for this job? \*

35

Pay Grade for this job  
Hourly Grade

10. Review **Cost Information** for accuracy and update as appropriate.

## Cost Information

Select a company \*

Lynn University

Select a cost center \*

CC502 College of Arts and Sciences

11. Review **Recruiting Information** for accuracy and update as appropriate.

Note - generally, anticipated start date should be at least five weeks from today's date.

## Recruiting Information

When would you like this worker to start? \*

As soon as possible

Select Date  

Select a primary location to post this job \*



12. Select if position should be posted on Lynn's internal and/or external job pages.

Why are you creating this job? \*

13. Click **Submit**.

14. Once you have successfully submitted, you will receive a confirmation and process will route to Employee Services for review.

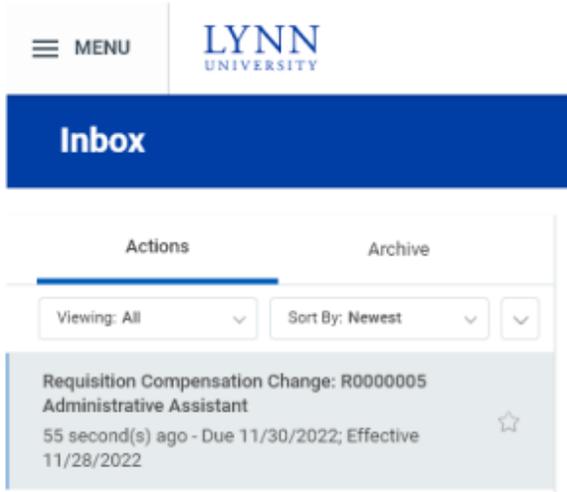
×

**You have submitted**

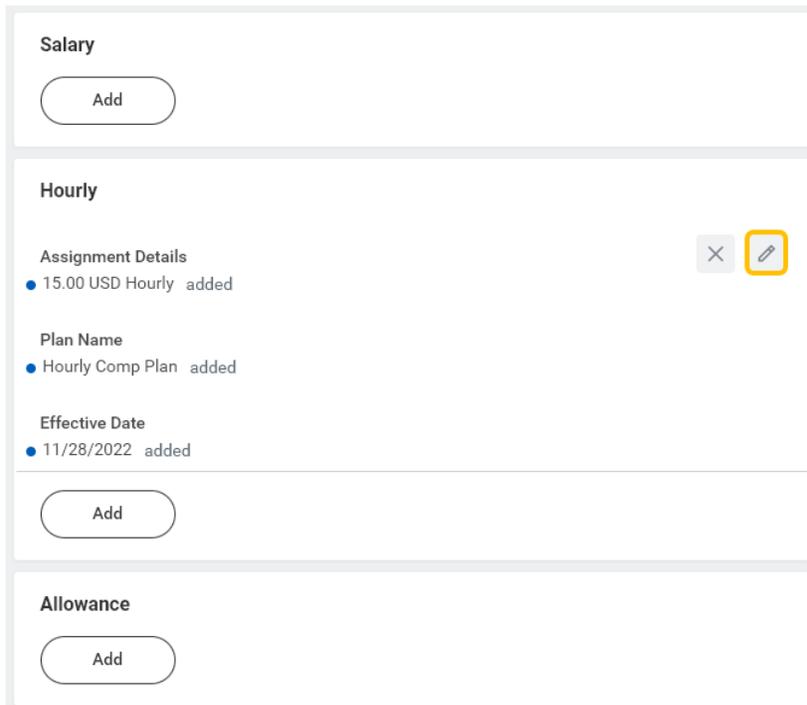
Up Next: HR Partner | Review Create Job Requisition | Due Date  
12/03/2022

[View Details](#)

15. After Employee Services has reviewed, you will receive an inbox item to review/enter requisition compensation.



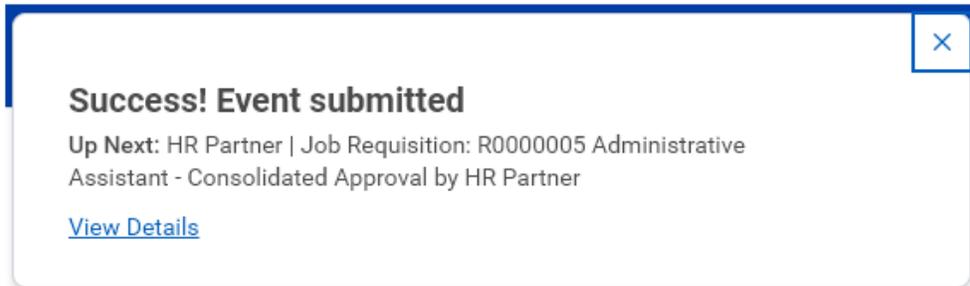
16. Review compensation for the position and update if necessary. Compensation should be the amount you plan to pay selected candidate.



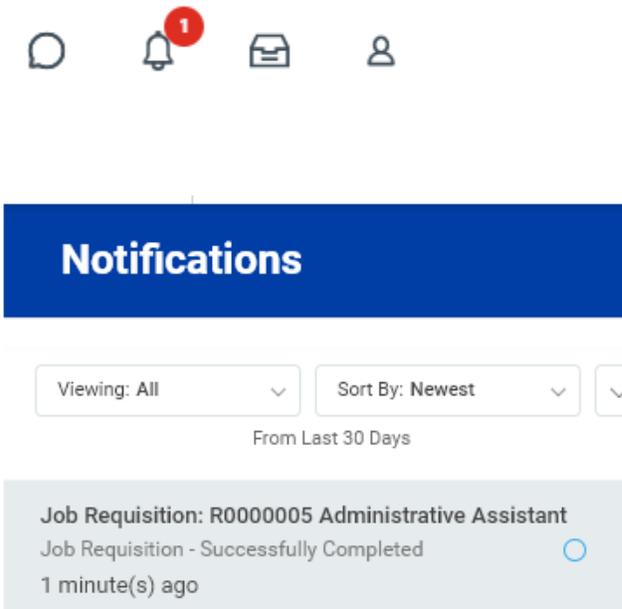
17. Click **Submit**.



18. Once you have successfully submitted, you will receive a confirmation and process will route to Employee Services for review.



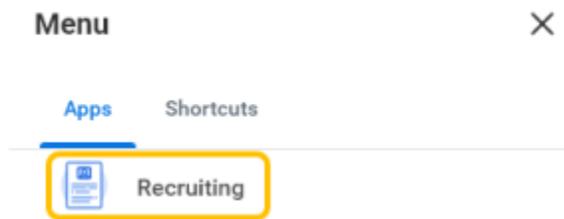
19. After Employee Services has reviewed and posted position, you will receive a notification stating the job requisition is successfully completed.



20. To view job requisition, click **Menu**.



21. Click **Recruiting**.



22. Under **Recent**, select job requisition.



23. View job requisition details.

## R000005 Administrative Assistant (Open) ...

Recruiting Start Date 11/28/2022 - Today



Robin Vince  
Hiring Manager

Target Hire Date 01/02/2023 - 1 month to go

Primary Location 📍 Freiburger Residence Hall

Overview

Candidates

Details

Organizations

Qualifications

Job Postings