



Position Title: Divisional Administrative Coordinator, Part-Time

Department: Academic Affairs

Position Summary:

The Divisional Administrative Coordinator provides administrative support to the divisions of Business & Communications and Humanities & Social Sciences. In addition to administrative functions, this role assists with the financial operations for both divisions and supports the Academic Affairs office in coordinating academic ceremonies.

Essential Functions:

- Provide administrative support for the Business & Communications Division Chair, Program Directors, and Faculty.
- Provide administrative support for the Humanities & Social Sciences Division Chair, Program Directors, and Faculty.
- Assist with the financial matters for the Office of Academic Affairs.
- Collaborate with the Academic Operations team to support major academic ceremonies.
- Assist with entering facility requests for the Academic buildings.
- Perform other duties related to the administration of the College's Academic Programs, as assigned by the VPAA, AVPAA, Director of Academic Operations, or Division Chair.

Required Knowledge, Skills, Abilities:

- Familiarity with or sincere interest in learning about the mission of Spring Hill College and the meaning of a Jesuit education, thus enabling the employee to support and strengthen the Jesuit, Catholic mission of Spring Hill College.
- Demonstrated ability to foster a welcoming and respectful environment that honors the dignity of each person and aligns with Spring Hill College's Jesuit, Catholic mission of educating the whole person and serving the common good.

Minimum Skills and Qualifications:

- Ability to maintain confidentiality and manage confidential information.
- Ability to pay attention to details.
- Ability to communicate effectively in written and oral form.

Preferred Qualifications:

- Bachelor's degree and/or 3 years of experience in an administrative support role

Workload: Part-time, 10-month position.

The position is open until filled. To apply, please send your cover letter, resume, and three professional references to Kristyanne Crawford, Director of Operations for Academic Affairs, Spring Hill College, 4000 Dauphin Street, Mobile, AL 36608, or send it electronically to kcrawford@shc.edu. Off-list references may be checked.

Spring Hill College is an Equal Opportunity Employer that values inclusion, respect, and the inherent dignity of every person, consistent with our Catholic, Jesuit mission.

The College reserves the right to modify, reassign, or eliminate job duties and responsibilities, or to combine positions, or portions thereof, at any time, with or without notice. This job description is not an employment agreement or contract.
