



**SNOW
COLLEGE**

OPEN POSITION:

Richfield Administrative Assistant



About Our College

Snow College is a two-year public college. **In January of 2020 The Chronicle of Higher Education ranked Snow College #1 in the nation for student success of two-year colleges.** Located in the heart of Utah, at the foot of the Wasatch Mountains, Snow College is the oldest comprehensive two-year college in the Western United States.

The College was established in 1888 and excellence continues to be the hallmark of our work and activities. We are the preferred choice of approximately 6,000 students who want a small college experience filled with a variety of activities, events and performances, to go along with their outstanding academic opportunity.

Snow College offers programs and courses which are highly interactive and are designed to reach a broad spectrum of students: high school students desiring college courses, traditional on-campus students, technical education students, online students, and non-traditional students who wish to start or complete a degree. With campuses located in Ephraim, Richfield, and online, students are able to complete degrees in Associate of Arts, Science or Applied Science or have the option of numerous specialized, short-term technical training certificates and diplomas including a few programs with bachelor's degrees. Snow is committed to the success and positive experience of every one of these students.

Highlights

- Snow College won **2021 Best of State Awards** in the following areas: Higher Education Administrator, College/University Teacher, Educational Advisor, Curriculum Development, and the Best of State Statue award in Education.
- Small class sizes result in students receiving more personal attention and specialized assistance from dedicated professors and advisors.
- Low tuition, housing and fees make Snow College the most affordable and best valued college in Utah.

Mission

Snow College continues a tradition of excellence, encourages a culture of innovation, and cultivates an atmosphere of engagement to advance students in the achievement of their educational goals.

Roles of Snow College

Building upon a tradition and heritage of academic distinction and personalized attention, Snow College fills the following roles:

1. Snow College serves as one of the nation's finest two-year transfer institutions with a focus on liberal arts and sciences, and maintains cooperative relationships with distinguished colleges and universities.
2. Snow College enhances the economic development of Central Utah through partnering with business, industry, government, and community to provide high-demand professional, career, and applied technology education.
3. Snow College enriches the educational, cultural, and recreational life of Central Utah through community and continuing education opportunities, cultural and athletic events, and community outreach services.
4. Snow College is dedicated to helping individual students achieve their academic goals through a caring, personalized learning environment, providing comprehensive student success services, library and learning resources, and targeted supplemental and developmental education programs.
5. Snow College focuses on developing the whole student and encourages student involvement in a wide variety of co-curricular activities, service organizations, service learning opportunities, academic and special interest clubs, athletics, and student leadership opportunities.
6. Snow College welcomes all who will gain from or contribute to its educational and student-centered environment including individuals with diverse backgrounds and perspectives.
7. Snow College partners with higher education institutions which offer baccalaureate and graduate programs in select disciplines for the citizens of Central Utah.



The Job

Description:

Snow College is seeking an enthusiastic, highly-skilled, self-starter looking for a rewarding environment in which they can make a difference to students seeking career employment, paid internships or student jobs.

Under minimal supervision, the Administrative Assistant uses independent judgment to support the Career Center team, coordinate complex and varied administrative tasks to serve the campus community, and assist students in their job search needs. They will serve students and employers, ensure employer usage and satisfaction with our online job posting and recruiting system, assist with marketing and events, and use software and databases to gather information and write reports.

This position is an hourly staff position and not benefits eligible. The position works part-time, approximately 20 hours per week.

Qualifications:

Education: An Associate's degree or 2 years of professional work experience.

Experience: Minimum of one year of administrative experience; prefer one year of working with student populations, or one year in a customer service capacity.

Knowledge & Skills:

- Proficient with Microsoft Office applications; particularly Word, Excel, Outlook, and PowerPoint. Must be able to work efficiently and effectively with customized databases and technology. Experience working with student services specific software (Banner/Badgerweb) a plus.
- Good to excellent spelling, grammar and written communication skills.
- High level of interpersonal skills as you assist a variety of clients (employers, students, faculty, staff and community).
- Excellent time management skills and meticulous attention to detail.

Responsibilities

- Greet guests, make appointments, provide information, answer calls, answer emails all while maintaining a welcoming and professional experience.
- Coach students and alumni on current resume styles, job search skills, networking and professional development.
- Purchase department supplies and materials, process budget forms and transfers.
- Maintain and update office files and documents.
- Create and provide marketing materials for websites, screens, and social media.
- Support and document activities related to Student Workforce & Professional Engagement programs which include campus student employment, work-to-learn program, internships, AmeriCorps, other work-based activities at both campuses.
- Gather data for exit surveys, satisfaction surveys, departmental research, and assist with reporting of the data outcomes.
- Support on-campus recruiting activities and events for our employer partners such as job fairs, networking nights, employer tabling, professional development events, and on-campus employer interviews.
- Mentor and coach student employees in their tasks. Model positive professional behaviors and standards.
- Additional duties as assigned by Career Center Director including special projects.

Diversity & Inclusion

The Snow College administration, faculty, staff, and students, affirm our commitment to diversity and inclusion, and consider them essential elements of a vibrant learning community and integral to our institutional mission. We are determined to foster an environment of inclusion, diversity, openness, and respect for the many differences that will enrich the Snow College community, including race, ethnicity, religion, gender, age, socioeconomic status, national origin, language, sexual orientation, and disability.

Snow College:

- Encourages and welcomes respectful dialogue and exploration of diverse ideas, topics, perspectives, and issues to enrich our campus community.
- Promotes equitable access to all in academics, leadership opportunities, and employment.
- Enhances opportunities by encouraging all to share their cultural experiences and identities, allowing others to learn from this exchange.
- Invites applicants and employees from all backgrounds to foster respect, understanding, awareness, pluralism, and cooperation in an increasingly complex, diverse, global society.

Strategic Plan

This position is an important part of the College's **Strategic Plan**.

Living & Working in Sevier County

Sevier County: countless hiking and ATV trails, Fishlake National Forest, an hour away from Capitol Reef National Park, Eyes to the Sky Balloon Festival, concerts and other events at the Sevier Valley Center, rodeo and equestrian events, Fremont Indian State Park, and more on the **Sevier County Website**.



THANK YOU!

Thank you for your interest in Snow College!
Please apply at <https://www.schooljobs.com/careers/snowcollege>.

This position will remain open until filled, but applications received by 11:59 PM on November 3, 2023, will be eligible for review by the hiring committee. Applications received after that date may not be reviewed by the hiring committee unless deemed appropriate by college administrations.

If you have any questions regarding this position, please contact the HR Recruiting Specialist at jobs@snow.edu or hr@snow.edu.

