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# Example of Education Administrative Assistant Job Description

Our innovative and growing company is searching for experienced candidates for the position of education administrative assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for education administrative assistant

* Maintains faculty files
* Receives and processes all material related to faculty Promotion & Tenure
* Oversees adjunct faculty hiring
* Provides Clerical support for the Dean
* Oversees schedule of classes & bulletin revisions
* Processes travel requests/reimbursements
* Takes minutes at faculty, School Council and other meetings
* Supports the planning of School of Education special events
* Receive and route incoming calls to the school generally
* Enter general information into school database

## Qualifications for education administrative assistant

* Must be highly dependable and reliable
* Ability to complete tasks in a timely manner with attention to detail
* Willingness to learn & accept college procedures and work as a team
* Good phone & one-on-one customer relations skills
* Some knowledge of Banner helpful
* Some knowledge of Banner helpful but not required