

**Bellarmino University Honors Program /Student Success Center
Graduate Student Administrative Assistant (Part-Time)
2022-2023**



Program Description

The Bellarmine University Honors Program and Student Success Center (SSC) are seeking a part-time graduate student administrative assistant. This position will be responsible for supporting the efforts and strategic initiatives of the Bellarmine University Honors Program, a vibrant and diverse community of high-achieving undergraduate students representing all schools, majors, and departments from across the university. The Honors Program’s mission is to provide these students with opportunities in and outside of the classroom to maximize their time and talents while forming strong bonds with others who share their love for learning. In addition, this position will support Academic Enrichment activities housed in SSC, including Learning Communities and our Pioneer Scholars programs.

I. Primary Responsibilities

1. Provide administrative support for the Honors Program
 - i. Application and systems management
 - ii. Student coding and data management
 - iii. Event planning and logistics administration
 - iv. Purchasing and record keeping
 - v. Scheduling and organizing departmental and faculty meetings
 - vi. Supports communication efforts across the area
 - vii. Manages logistics and planning for all Honors trips, including international programs

2. Provide administrative support for Learning Communities and Pioneer Scholars, which includes, but is not limited to the following:
 - i. Application and systems management
 - ii. Student coding and data management
 - iii. Event planning and logistics administration
 - iv. Purchasing and record keeping
 - v. Scheduling and organizing departmental and faculty meetings
 - vi. Supports communication efforts across the area

II. Secondary Responsibilities

1. Participate in weekly meetings with Academic Enrichment and Honors faculty and staff.
2. Participate in regular SSC meetings and activities.
3. Utilize appropriate campus systems (Beacon, Slate, Moodle, etc.).
4. Other duties as assigned.

Additional Information

- This temporary, part-time position will begin in the fall of 2022. The position will be renewed annually through program completion if the GAA remains in good standing.
- Compensation is \$15 per hour (not to exceed the allocated amount of \$10,000 over a 9-month timeframe). The hours worked will not exceed 13 per week and will be spread out over two semesters (fall and spring).
- Although some tasks can be completed remotely, a successful applicant for this position will be available to be on campus in person for at least part of the work week.

Contacts

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