



AVE MARIA
SCHOOL OF LAW

Ave Maria School of Law, North Naples Florida

Position Title: Administrative Assistant to the Associate Dean of Admissions, Student Financial Aid & Housing

Department: Admissions

Reports to: Associate Dean of Admissions, Student Financial Aid & Housing

Exemption: Non-Exempt, Full Time (40 hrs. per week)

Ave Maria School of Law is more than just a place to work; we are an institution dedicated to training the next generation of lawyers in the Catholic intellectual tradition. It is a place where you will feel good about devoting your time and talents.

The Office of Admissions, Financial Aid & Housing is a dynamic work environment seeking a talented Administrative Assistant with a positive attitude who will report directly to the Associate Dean of Admissions, Financial Aid, and Housing. This is an in-person role providing administrative and operational support such as:

- Serve as the first point of contact for prospective students, families, visitors, and guests, providing exceptional customer service.
- Answer, screen, and direct incoming telephone calls and respond to inquiries in a professional and timely manner.
- Provide front desk coverage as assigned and ensure a welcoming and professional office environment.
- Schedule appointments, coordinate meetings, and manage Outlook calendars primarily for the Associate Dean but also for admissions, financial aid, and housing team as needed.
- Draft, edit, and distribute professional correspondence, communications, and letters for the Associate Dean but also for admissions, financial aid, and housing team as needed.
- Coordinate travel arrangements, including airfare, hotel accommodations, and transportation logistics for the Associate Dean.
- Process registration payments for law fairs ensuring timely payment and accurate documentation.
- Process accounts payable and accounts receivable transactions for the admissions, financial aid, and housing team.
- Process expense reports and corporate credit card reconciliations for the Associate Dean.
- Proctor examinations and ensure compliance with testing procedures and policies.
- Support the Admissions, Financial Aid, and Housing with administrative, operational and customer service functions as needed.
- Prepare and assemble admissions packets and other recruitment materials.
- Conduct campus tours in the absence of student ambassadors.
- Maintain office inventory and coordinate the ordering and stocking of supplies.
- Assist with the planning, setup, execution, and breakdown of events, ensuring all logistical and operational needs are met.
- Maintain accurate records and files while ensuring confidentiality and compliance with institutional policies.
- Perform additional administrative and operational duties assigned to support departmental objectives.
- Support the Associate Dean of Student Engagement with administrative and event-related initiatives.
- Maintain regular office hours, Monday through Friday, from 9:00 a.m. to 5:00 p.m.

Job Requirements:

- Bachelor's degree from an accredited institution (Preferred but not required)
- Minimum of five (5) years of progressively responsible administrative support experience, preferably in higher education or a professional office environment.
- Demonstrated proficiency in Microsoft Office Suite, including Outlook, Word, Excel, PowerPoint, and Teams.
- Excellent written, verbal, and interpersonal communication skills.
- Strong organizational and time-management skills with the ability to prioritize multiple tasks and meet deadlines.
- Ability to maintain a high level of professionalism, discretion, and confidentiality.
- Strong customer service skills with the ability to interact effectively with students, faculty, staff, visitors, and external constituents.
- Experience managing calendars, scheduling appointments, coordinating meetings, and arranging travel.
- Knowledge of basic accounting procedures, including accounts payable, accounts receivable, expense reporting, and credit card reconciliation.
- Ability to work independently with minimal supervision while contributing effectively as part of a team.
- Strong attention to detail and commitment to accuracy.
- Demonstrated problem-solving and critical-thinking skills.
- Ability to adapt to changing priorities in a fast-paced environment.
- Experience in planning and coordinating events, meetings, or special programs preferred.
- Familiarity with student information systems, CRM platforms, or higher education administrative software is preferred.
- Commitment to supporting the mission and values of the institution.

Job Type: Full-time Hourly position (40 hours per week)

Benefits: Effective the first day of the month following your date of hire as a full-time employee at the Ave Maria School of Law, you are eligible for all benefits.

Annual Compensation: \$48K-\$60K, based on experience and education

Ave Maria School of Law recognizes the inherent value and dignity of all members of the human family. It values equal opportunity and seeks racial, cultural, and ethnic diversity. The Law School does not preclude admission or retention of students or employees on the basis of race, color, religion, national origin, gender or gender identity, sexual orientation, age, disability, or status as a veteran or disabled veteran. The Law School maintains its Catholic character but is open to persons of all religious faiths who respect the goals of Ave Maria School of Law and whose conduct does not undermine the Law School's religious goals or compromise its Catholic identity.