



Administrative Support Associate  
Job Position # 000208

**Job Description**

The Coastal Studies Institute (Manteo, NC) seeks an Administrative Support Associate to assist with administrative, secretarial, and office duties to support boards, staff, committees and service for the institute. Responsibilities include, but are not limited to, the following: records, reports, filing, data entry, serving as receptionist, arranging and processing travel, maintaining inventory of all capital equipment, planning events/meetings, and recording minutes. The selected candidate will also assist with administrative duties with research planning and project workshop/community events.

The ideal candidate will have proficiency in Word, PowerPoint, Excel, and Access. The selected candidate will be expected to obtain the university financial reporting system (Banner) and purchasing system (PORT) training within six months of employment. The selected candidate should be able to work professionally with university staff, other agencies housed at the institute, students, and outside vendors. Good organization and communication skills (both oral and written) are needed. Prefer experience in office assistance/programming assistance or an associate's degree in business administration and experience including a high level of customer contact.

Familiarity with basic scientific concepts and marine science education/knowledge preferred.

**Closing Date**  
May 28, 2008

**To Apply**  
Applicants must apply online at [www.jobs.ecu.edu](http://www.jobs.ecu.edu).