

Good afternoon, Line Manager!

Me My Team Procurement Tools Others

QUICK ACTIONS

APPS

Transfer
Employee
Employment
Change A
Document Records
Learning
Workforce Compensation
Termination
Performance

Show More

Things to Finish

Assigned to Me
7
Created by Me

5 minutes ago
FYI
Complete the interview questionnaire Interview Feedback...

3 days ago
REJECTED
Salary Adjustment Approval Requested for Exempt Staff (8653488) on 2020-...

Hiring - Review Job Requisition Details

BlueSky Help

1/12
Click 'My Team'

Manager!

Me My Team Procurement Tools Others

QUICK ACTIONS

- Transfer
- Employee Summary
- Employment Info
- Change Assignment
- Document Records

Show More

APPS

My Team	Onboarding	Hiring	Performance Overview	Performance
Learning	Workforce Compensation	Termination	+	

Things to Finish

Assigned to Me 7 Created by Me	5 minutes ago FYI Complete the interview questionnaire Interview Feedback...	3 days ago REJECTED Salary Adjustment Approval Requested for Exempt Staff (8653488) on 2020-...
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Good afternoon, Line Manager!

Me My Team Procurement Tools

2/12

Click 'Hiring'

QUICK ACTIONS

- Transfer
- Employee Summary
- Employment Info
- Change Assignment
- Document Records

APPS

My Team Onboarding Hiring Performance Overview Performance

Learning Workforce Compensation Termination

Show More

Things to Finish

Assigned to Me 7 Created by Me

5 minutes ago
FYI
Complete the interview questionnaire Interview Feedback...

3 days ago
REJECTED
Salary Adjustment Approval Requested for Exempt Staff (8653488) on 2020-...

Job Requisitions

Job Requisitions

Job Offers

3/12
Click any requisition in this list by clicking the name of the position in Blue Text.

er, Hiring Manager, Collaborator X

Sort By Creation Date - New to Old

Executive Assistant - BlueSky (19)	Applications: 6	...
Open - Posted	Prospects: 1	
Standard		
Chicago, IL, United States		

0 New - New Application

Active Applications

1 Referred Prospects

4/12

Here are your job details for the position you selected.

Take note of your Requisition Number and Recruiter.

Click 'Next' to continue.

Overview

Details

Job Formatting

Interviews

Feedback

Progress

Key Highlights

Requisition Status Open - Posted	Recruiter Angela Crowley
Requisition Type Standard	Recruiting Type Hourly
Requisition Number 19	Primary Location Chicago, IL, United States
Hiring Manager Shannon DeGennaro	

Executive Assistant - BlueSky: Overview

Actions

5/12
Now, click 'Details'



- Details
- Job Formatting
- Interviews
- Feedback
- Progress

Key Highlights

Requisition Status Open - Posted	Recruiter Angela Crowley
Requisition Type Standard	Recruiting Type Hourly
Requisition Number 19	Primary Location Chicago, IL, United States
Hiring Manager Shannon DeGennaro	

BlueSky Help

6/12
In Basic Info, take note of the Requisition Title.
Click 'Next' to continue.

- Overview
- Details**
- Job Formatting
- Interviews
- Feedback
- Progress

Basic Info

Requisition Status Open - Posted	Number of Openings 1
Requisition Type Standard	Position Executive Assistant (00085555)
Requisition Number 19	Requisition Template
Requisition Title Executive Assistant - BlueSky	Languages American English (Default)

Hiring Team

Hiring Manager Shannon DeGennaro	Collaborators Budget Manager
Recruiter Angela Crowley	Line Manager Stephanie McCullough

- Requisition Structure
- Details
- Work Requirements

Interviews

Feedback

Progress

19	Requisition Title Executive Assistant - BlueSky	Languages American English (Default)
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Hiring Team

Hiring Manager Shannon DeGennaro	Collaborator Budget M	7/12
Recruiter Angela Crowley	Line Mana Stephanie	

Requisition Structure

- Details
- Work Requirements
- Posting Description
- Offer Info
- Attachments

Expand the Details tab.
Click 'Next' to continue.

Interviews

Feedback

Progress

19

Requisition Title
Executive Assistant - BlueSky

Languages
American English (Default)

Hiring Team

Hiring Manager
Shannon DeGennaro
Recruiter
Angela Crowley

8/12

Review the details in this box to make sure they are correct.
Click 'Next' to continue.

Requisition Structure

Details

Worker Type Employee	Full Time or Part Time Full time
Regular or Temporary Regular	Education Level
Maximum Salary 30	Grant/Gift Type Operating
Position Number 00085555	FLSA Status Non-Exempt
Campus Location Lincoln Park Campus	

Work Requirements

Details

Worker Type
Employee

Regular or Temporary
Regular

Maximum Salary
30

Position Number
00085555

Campus Location
Lincoln Park Campus

Full Time or Part Time
Full time

Education Level

Grant/Gift
Operating

FLSA Stat
Non-Exem

9/12



Now, expand the Posting Description tab.

If Posting Description is already expanded, click 'Next'.

Work Requirements

Posting Description



Offer Info



Attachments



Configuration



Questionnaires



Position Number
00085555

Campus Location
Lincoln Park Campus

10/12

Here you can review the full job description.

Click 'Next' to continue.

Work Requirements

Posting Description

Internal Posting Description

Default Job Description

✓ Enter Custom Internal Posting Description

Internal Short Description

This position is responsible for managing all aspects associated with the functioning of the Dean's Office: manages the Dean's calendar and coordinates appointments, conducts research in order to prepare briefing materials, coordinates travel, manages the Dean's tasks, and coordinates confidential and sensitive communications among College of Law units and central University administration.

Internal Description

Multicultural Statement

At DePaul University, we are looking for candidates who want to join us in our mission to provide access to education for all. Successful candidates welcome ideas and perspectives from colleagues and students representing a wide variety of cultures, backgrounds, religious beliefs, and experiences. We seek collaborative, open-minded and hard working professionals to work in a real world urban learning environment. Are you exceptional, yet modest and open to challenges? We seek achievers and leaders that want to bring their passion and skills to our well-respected community of approachable colleagues. Build your career with us.

General Summary

This position reports directly to the Dean of the College of Law. This position is responsible for managing all aspects associated with the functioning of the Dean's Office: manages the Dean's calendar and coordinates appointments, conducts research in order to prepare briefing materials, coordinates travel, manages the Dean's tasks, and coordinates confidential and sensitive communications among College of Law units and central University administration. The position works closely with several offices including alumni and development, operations, events, and student affairs; assists the Dean with special projects as needed; manages FT faculty records and maintains contracts and offer letters for FT faculty; facilitates activities and appointments between the Dean and College of Law senior administration.

Responsibilities & Duties

- Directs the daily administrative operations of the Dean's office including screening calls, arranging appointments, and arranging travel and external program activities for the Dean. Functions as a gatekeeper to assure prioritization of the Dean's time. Manages the Dean's task list and follows up on activities to assure timely completion of projects. Collects and prepares information for use in discussions, meetings of executive management and external individuals. Records minutes or notes of meetings as required. Makes high-level contacts of a sensitive nature regarding routine & non-routine issues internally and externally, requiring a high degree of discretion and diplomacy and time sensitivity. Understands the program goals and priorities of the Dean in order to prioritize issues according to urgency.
- Drafts briefing documents and correspondence for the Dean. Develops and manages databases of contacts, initiatives and assignments. Responds to routine & non-routine inquiries from multiple constituencies regarding law school operations, policies and procedures. Forwards situations and issues presented by staff, faculty and external constituents to appropriate staff members for resolution.

Executive Assistant - BlueSky: Details

Actions

←

Overview

Details

11/12

Now, click 'Progress' to explore another field.

Progress

Basic Info

Requisition Status Open - Posted	Number of Openings 1
Requisition Type Standard	Position Executive Assistant (00085555)
Requisition Number	Requisition Template
Requisition Title Executive Assistant - BlueSky	Languages American English (Default)

Hiring Team

Hiring Manager Shannon DeGennaro	Collaborators Budget Manager Line Manager Stephanie McCullough
Recruiter Angela Crowley	

Requisition Structure

Details

Worker Type Employee	Full Time or Part Time Full time
Regular or Temporary Regular	Education Level

BlueSky Help



- Overview
- Details
- Job Formatting
- Interviews
- Feedback
- Progress

Progress Summary

Created on 9/16/2020 by Angela Crowley

12/12

This area will show you how long the position has been open.
Click 'Next' to continue.

Angela Crowley
9/16/2020

Angela Crowley
9/16/2020

Angela Crowley
9/16/2020

Open - 1 month in phase	
Posted	Jackson Diers (Tanner Diers Diers) 9/16/2020

- Overview
- Details
- Job Formatting
- Interviews
- Feedback
- Progress

Progress

Created on	
Draft - 0 m	In P
Job forma	In P
Posting - S	In P
Open - 1 m	Pos

You have completed the walkthrough on reviewing details of your job requisition. To view this again, search 'Job Requisition Details' in BlueSky Help.

You can also search 'Hiring' in BlueSky Help for other helpful walkthroughs.