

Job Description

Job Title:	Administrative Assistant
Department:	Discipleship
Job Category/FLSA Status:	Administration /Non-Exempt
Accountability:	Dean of Discipleship
Authority:	As assigned

Position Description:

The Administrative Assistant is responsible for providing support to the Dean of Discipleship and the departmental operations.

Major/Essential Functions:

- Provides administrative and office assistance in the preparation of correspondence, interacting with internal and external contacts, and assisting with projects.
- Assists in providing bilingual support services including drafting and translating communications and promotional materials.
- Ensures compliance with the Family Education Rights and Privacy Acts (FERPA) as it relates to the assigned areas of responsibility.

Duties/Responsibilities:

- Assists clients and guests for the department and directs inquiries to appropriate staff; and receives departmental phones calls and faxes, and manages as appropriate.
- Provides general information regarding the College of Biblical Studies and the Discipleship Department such as: location, hours of operation, enrollment, registration, and Discipleship Center sponsored events.
- Takes and delivers messages for Discipleship Center staff.
- Receives and distributes messages, incoming mail, and prepares outgoing mail.
- Assists in appointment schedules and arranging meetings for the Dean of Discipleship and Discipleship Center staff as appropriate.
- Maintains supplies inventory and coordinates acquisition.
- Assists in the planning and coordination of Discipleship Center sponsored events.
- Communicates information to faculty, staff and students regarding events and activities. Performs community and special event planning activities as outlined by the Dean of Discipleship.
- Prepares meeting agendas and meeting minutes for Discipleship Center staff and stakeholder meetings.
- Maintains Discipleship Center calendar.
- Collects and maintains student and alumni testimonies.
- Maintains the following directories: alumni, churches, pastors and parachurch/nonprofit organizations.
- Drafts press releases, media alerts, public service announcements, fact sheets, articles and photo captions.
- Attends, take minutes and participates in community and stakeholder meetings as directed.
- Assists with the development and implementation of spiritual formation groups.
- Performs related duties as required.

Qualifications:

Required:

- Associate Degree from an accredited institution of higher education and 2 to 3 years of related experience or the equivalent.
- Bilingual in English and Spanish (must be very fluent in speaking, reading and writing in both languages).
- Be a committed Christian and in good standing with a local church.
- Be in complete agreement with doctrinal position of the College and able to sign statement without reservation.

Preferred Qualifications:

- Bachelor Degree from an accredited institution of higher education and 2 to 3 years of related experience or the equivalent.

Equipment/Skills/Knowledge needed to perform job:

- Knowledge of FERPA and other applicable laws.
- Proficiency in Microsoft Office Business desktop tools to include Word, Excel, PowerPoint, Outlook, as well as electronic communications such as e-mail, calendars, etc.
- Ability to learn various software and systems as required by the college or service providers.
- Excellent interpersonal skills and ability to be positive and present effective image of CBS over the telephone and in personal contacts.
- Ability to write routine reports and correspondence.
- Excellent telephone management.
- Ability to multi-task and manage multiple customers.
- Ability to dissemination of information accurately and professionally.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Measurable Expectations/Fiscal Responsibilities (i.e., quarterly reports, annual events, etc.):

- Department goals and objectives evaluated through an annual performance review by Dean of Discipleship.
- All additional measurements of expectation and performance will be designed, documented and implemented as deemed appropriate to this position.

Mobility/Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee is required to sit and stand.
- Employee must talk and listen via face-to-face contact, telephone and electronic communications.
- Employee may be required to lift and/or move up to 10 pounds.

Working Conditions/Environment (i.e., necessary travel, unusual hours, etc.):

- Typical academic education environment
- Able to work various schedules to support faculty, staff and students.
- Able to work days and evenings (including occasional Saturday workshops and forums).

Security Sensitive: Yes

Statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, this job description does not establish a contract for employment and is subject to change at the discretion of CBS.

Believing that God values and calls men and women from every language, people and nation into His kingdom, CBS is committed to cultivating and maintaining an ethnically diverse educational and work environment that motivates and retains God's chosen individuals. CBS does not discriminate on the basis of race, sex, color, age, national or ethnic origin, veteran, marital status, or physical or mental disability in the administration of its employment policies except as such conditions may constitute bona fide occupational or assignment limitation.