

# How to Access Jobs page from Student Portal

## Step 1. Access SonisWeb as Student and click on 'Jobs' icon at the top menu

Secured Student Options - [ ]

Attendance Holds 1098-T Emer Contacts Bulletin Board **Jobs** Printable Update Bio Search

Logout Bio Billing Schedule Registration

**Street Address :** Houston, TX 77082

**Phone :**

**Work Phone :**

**Cell Phone :**

**Program:** Bachelor-Organizational Leadership

**Major :** Organizational Leadership

**ID :**

**Requests**  
**View Photo**

**Email Address :** @cbsHouston.edu

**Campus :** Main Campus

**Department :** Traditional

**Division :** LowerLevel

**Level :** Sophomore

**Advisor :** Deidre Jackson

**Course Records on Hold until the following Course Evaluations are completed. :**

|                                     |               |
|-------------------------------------|---------------|
| Theology: Angels, Church & Prophecy | 201415 Summer |
| Introduction to Greek Tools         | 201415 Summer |

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## Step 2. Select any fields that apply, and then click submit.

College of Biblical Studies

Job Listing for [ ]

Logout Bio Billing Schedule Registration

**Job Search**

**Title**

- Children's Ministry Position
- Children's Program Supervisor
- Spanish Ministry Assistant**
- Student Ministry Associate

**Fulltime** YES NO

**Desired Salary** 0.00

**City** Houston Missouri City Richmond Sugarland

**State** Texas

**Employer** CBS Grand Parkway Baptist Sienna Ranch Sugar Creek Baptist Church - Spanish Ministry


**Department** AD-BSBC-OL 1 AD-BSOL-OL 1 ADCP

**Job Class** General

Reset Submit

**Step 3.** The jobs will be displayed. Students can read the duties and descriptions and use the contact information provided.

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**Job Display**  
 for

Logout
Bio
Billing
Schedule
Registration

**Employer** Sugar Creek Baptist Church - Spanish Ministry (Job # 19)

|                     |   |                      |  |
|---------------------|---|----------------------|--|
| <b>Title</b>        | Spanish Ministry Assistant  | <b>Description</b>   | Ministry Assistant   |
| <b>Fulltime</b>     | Yes   | <b>Job Class</b>     | General  |
| <b>Location</b>     | Sugarland, TX   |                      |  |
| <b>Salary</b>       | 0 - 0   |                      |  |
| <b>Apply By</b>     |   | <b>Start Date</b>    |  |
| <b>Exp. Date</b>    |   |                      |  |
| <b>Contact</b>      | Juan Carlos Heredia   | <b>Email Address</b> | <a href="mailto:icheredia@sugarcreek.net">icheredia@sugarcreek.net</a> |
| <b>Work Phone</b>   | 281 274 7421  | <b>Ext.</b>          |  |
| <b>Fax</b>          |   |                      |  |
| <b>Duties</b>       | <ul style="list-style-type: none"> <li>• Helps Pastors of Spanish Ministry coordinate primary ministry events. • Answers the phone, screens, and directs calls, including providing information to callers and taking and relaying messages. • Does follow up calls for visitors and people who have missed church. • Handles inquiries regarding the ministries. • Maintains and organizes office and places orders for supplies. • Prepares reports, spreadsheets and presentations. • Maintains monthly activity calendar. • Provides general administrative and clerical support. • Helps organize and coordinate ministry events. • Prepares letters and documents. • Receives and sorts mail and deliveries. • Schedules appointments. • Contributes to team effort by accomplishing related results as needed. • Is competent in Microsoft Office software programs (Word, Excel, etc.) • Desires ongoing personal and professional growth and development. • Is a perpetual learner.</li> </ul> |                      |  |
| <b>Requirements</b> | <ul style="list-style-type: none"> <li>• Bilingual written and spoken fluency in Spanish and English • High school diploma/GED minimum • 2 years minimum experience in an administrative assistant/clerical role • Strong oral and written communication skills and able to interface with public • Strong computer skills including Internet and Microsoft Office applications (Word, Excel, PowerPoint, Access) and capable of learning new programs • Organizational skills • Team player • Time flexibility</li> </ul>  |                      |  |

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