Administrative Assistant - Job Code 507
Department: Academic Success Center

Basic Function: Familiarity with general office equipment including: fax, copier computer, etc. Strong oral and written communication skills. Must have excellent phone and people skills. Must be a confident problem solver. Ability to utilize Microsoft applications including: Excel, PowerPoint, Word and Publisher. Familiarity/experience with design programs, specifically Adobe Creative Suite. Must have the ability to work collaboratively as well as independently within the office of Student Development. Must be able to maintain confidentiality and a sense of ethics in dealing with matters that are of a sensitive nature. Must possess a sense of quality and standards for working in a professional office environment. Must have strong sense of customer service and the ability to serve and assist visitors that enter Career Services and/or Student Development.

Responsibilities and Authority: The Administrative Assistant reports to the Director of the Academic Success Center. They will be responsible for assisting the Coordinator of Testing with any duties as required.

Performance Measurement Criteria: An annual performance evaluation will be conducted by the Director of the Academic Success Center. The Administrative Assistant’s overall performance will be assessed per the job description, strengths and weaknesses will be reviewed, and future goals and objectives will be discussed.

Minimum Requirements: Statement of Christian faith. Excellent interpersonal skills. Must demonstrate strong written and verbal communication skills. Organizational and administrative skills. Ability to work effectively with students, parents, university staff, and academic departments in a mature and professional manner. Must be self-motivated and demonstrate strong leadership and initiative. Must be able to responsibly handle confidential information. Previous customer service experience is a plus. Must possess computer skills including familiarity with Microsoft Office.

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