

# *Position Description for Administrative Assistant to Admissions & Student Services*

*Classification:*  
*non-exempt*

*Salary Grade/Level/Family/Range:*  
*A13*

*Position Title:*  
*Administrative Assistant to Admissions & Student Services*

*Reports to:*  
*Director of Admissions & Student Services*

*Date Created/Revised:*  
*May of 2019*

*Mission of Position:*  
*The Administrative Assistant serves as the coordinator for the Office of Admissions and Student Services and shall provide organizational and administrative support to the Director of Admissions & Student Services and partner with the Director to enhance the seminary's communication with, hospitality for, and services to the student body.*

*Essential Functions:*  
*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Offer administrative support to the Director of Admissions & Student Services, including, but not limited to, scheduling meetings, assisting with drafting and editing reports and*

materials, monitoring progress on projects and tasks as assigned, maintaining Outlook calendar and contacts, answering phones, drafting, proofing, and sending correspondence (which includes letters, forms, technical materials, excel spreadsheets), organizing official files and records, processing check requests, and serving as secretary and taking minutes as needed for meetings related to the work of the department

- Maintain current files and documents related to all student services resources, policies, procedures, and programs
- Maintain Student Services Moodle site & Student Services section of SharePoint
- Develop/publish weekly student newsletter (THE UPDATE)
- Create weekly announcement PowerPoint presentation
- Maintain all Student Services-related information on the website
- Assist with the planning, organization, and implementation of major student services events throughout the academic year, such as the spring awards day luncheon, senior banquet, and graduation
- Provide planning, catering arrangements, and hands-on service and hospitality for community meals and special student-related events
- Coordinate the student scholarship thank you letter campaign in collaboration with the Business Office and Advancement Office
- Care for the physical spaces affiliated with Student Services (chapel plants, kitchen, kitchen storage vault, Student Commons, bulletin boards, etc.)
- Provide relief support for the seminary receptionist
- Create an office atmosphere which is inviting to visitors, students, faculty and staff.

#### **Competencies:**

- Proficient use of Microsoft Office/Office 365 including but not limited to Word, Excel and PowerPoint, as well as other general office equipment

- Familiarity with and ability to navigate databases, Student Information Systems, and Learning Management Systems
- High comfort-level navigating a wide variety of technological tools and resources, along with the ability to assist students with their online learning needs
- Excellent interpersonal/written communication skills
- Capability to execute large mail-merge projects
- Sensitivity to working in a multicultural and very diverse setting
- Strong organizational skills with the ability to manage competing responsibilities, prioritize projects and details, and meet deadlines
- Acute attention to detail
- Ability to manage large mail-merge projects
- Ability to work independently and as a member of a team with emphasis on collaboration and tact; professionalism, confidentiality and flexibility are critical to success in this role

**Supervisory Responsibilities:**

None

**Work Environment:**

This job primarily operated in a clerical office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, and mail machines.

**Physical Demands:**

When special events are scheduled, this position requires the ability to stand for long periods of time, lift and carry boxes of materials, and work extended hours.

**Position Type/Expected Hours:**

*This position is full-time. Regular hours are 8 am to 5 pm with an hour for lunch. Evening and weekend work may be required during certain seasons within the academic year.*

*Travel:*  
*None*

***Required Education/Experience:***

- Bachelor's degree preferred but not required*
- Minimum of 5 years successful administrative assistant/office management experience (experience in an educational environment a plus) coordinating the internal day-to-day operations of an executive, professional setting with minimal supervision, using sound judgment, initiative, and discretion*

***Other Duties:***

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties, responsibilities, and activities may change at any time with or without notice.*

***Signature:***

*Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.*

***Employee:*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

