

SOUTHERN UNION CONFERENCE

Job Description



Job Title:	Administrative Assistant	Type Of Position:	Hours Per Week <u>38</u>
Location:	302 Research Dr., Norcross, GA 30092	Full Time <u>X</u>	
Department:	Education - Certification	Part Time _____	Exempt _____
Reports To:	Certification Registrar/Education Director	Intern _____	Non-Exempt <u>X</u>

POSITION SUMMARY:

The Administrative Assistant must be able to work independently and provide administrative support for the Certification Registrar. In addition, provide clerical functions for the department requiring well-developed computer skills, high levels of tact, telephone friendliness, strong customer service skills, analytical, and ability to work as a team member.

SCOPE OF RESPONSIBILITY:

- Follow the yearly calendar of scheduled responsibilities/activities as needed for the Registrar's office.
- Communicates information from registrar to teachers.
- Provide appropriate communication with telephone calls, emails, visits and written correspondence.
- Maintain well-organized office with efficient filing systems.
- Issue teaching certificates according to the evaluation of the registrar.
- Requests reports and information from conferences.
- Maintains certification database for teachers, superintendents, and associate superintendents.
- Update information for the Southern Union teachers' "eCertification" program.
- Assist Registrar in preparing reports, special projects, etc. as requested.
- Create spreadsheets, power point presentations, forms, and other documents.
- Prepare correspondence for various meeting, convention, mailings, etc. sponsored or coordinated by department.
- Prepare materials, conduct registration and record minutes of meetings as assigned.
- Work switchboard as scheduled.
- Coordinate department worship schedule.
- Perform updates on certification webpage.
- Lead planner for Southern Union conferences Education administrative assistants' annual meeting.
- Performs other work related duties as assigned by supervisor.

RECOMMENDED EDUCATION/EXPERIENCE:

- Associate's degree is preferred. Relevant work experience may be acceptable in lieu of scholastic requirements.
- Minimum two years of relevant successful office experience are preferred to perform job duties.

KNOWLEDGE AND SKILL:

Well-developed knowledge of principles, policies, and beliefs of the Southern Union Conference and the Seventh-day Adventist Church. Must exhibit extensive analytical initiative; often working with minimal supervision. Adaptable and able to evaluate priorities. Ability to perform secretarial and support duties with speed and accuracy without constant supervision. Must be creative in writing letters and in handling of office affairs, both regular and special.

Knowledge of up-to-date office procedures such as filing, telephone techniques, office equipment (copy/scanner/fax machine, binding equipment, computer, etc.), and English usage (spelling, grammar, punctuation, etc.). Must be able to facilitate good communication among departmental staff, other departments, and outside personnel.

Additional computer skills would include but are not limited to a working knowledge of data entry, efficient email methods, calendaring techniques and Microsoft Office Suite (Word, Excel, Adobe, Access, and Publisher).

CONTACTS, ORGANIZATIONAL RELATIONSHIPS:

Contact with many people, both internally and externally. Contact with all persons having business with the registrar, whether by telephone, correspondence or personal contact. Must have both a pleasant personality as well as good telephone manners. Must possess the ability to deal tactfully, effectively, and provide positive customer service with own department personnel, others within the Southern Union Conference and outside personnel on a daily basis. Must be able to effectively handle confidential information/situations at all times and maintain high degree of loyalty and support for the registrar, department, Southern Union Conference and Seventh-day Adventist Church.

PHYSICAL REQUIREMENTS:

Must be able to read, speak, and hear in English language. Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, carrying of light items, etc. required. Standard work hours, as defined by Southern Union Conference Employee Handbook, are required. Overtime is rarely required and never permitted without registrar's prior approval.

WORKING CONDITIONS:

Essential responsibilities are performed in sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well-lighted and ventilated. Position requires minimal travel and must be requested by the registrar.