



# SOUTHERN UNION CONFERENCE

## Job Description

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

### POSITION SUMMARY:

To assist the Director of Education in fulfilling various responsibilities of planning and implementing union-wide programs, performing advance, confidential, and general administrative duties and office functions. To also provide assistance to Certification Registrar with various certification duties.

### SCOPE OF RESPONSIBILITY:

- Communicate extensively (written and verbal) with education departmental staff in local conference offices of education, the Southern Union Conference Office of Education (SUCOE), the North American Division Office of Education (NADOE), and the General Conference Office of General Counsel (OGC)
- Prepare, coordinate and attend departmental and union-wide meetings (Education Council, Board of Education, Superintendents' Advisory, Wage Scale, SUCOE Staff, ad hoc committees) and other events and activities, as required
- Organize and direct plans for annual SUCOE Administrative Assistants' Meeting & In-service
- Produce and update union-wide office of education publications, including the SUCOE Code Book & Addendum, Personnel Manual, School Board Manual, Education Directory, and S.A.F.E. Guide
- Assist Registrar in various certification duties working with confidential records
- Maintain well-organized office with efficient filing system of various projects, confidential and general files
- Prepare and submit reports to SU, NAD, OGC, senior academies, and local conferences
- Manage office responsibilities and ensure appropriate work flow (often time in absence of supervisors)
- Assist in monitoring departmental budgets
- Facilitate internal coordination of the SU Adventist EDGE "School of Excellence" initiative
- Maintain departmental and union-wide calendars
- Prepare correspondence for meetings, conventions, congress, retreats, campaigns, written materials, mailings, and minutes sponsored or coordinated by department.
- General responsibilities: daily mail, shipping, screen phone calls and respond to general inquiries received via phone, mail, email, or personal visit, process check requests; perform switchboard duty, as scheduled.
- Perform other duties as required by director and certification registrar

### RECOMMENDED EDUCATION/EXPERIENCE:

- Associate's degree in office administration or business-related field or certification from business college, including courses in keyboarding, word processing/computer literacy. Appropriate successful 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 initiative; often working with minimal supervision. Adaptable and able to evaluate priorities. Ability to perform administrative duties with speed and accuracy without constant supervision. Must be creative in letter composition and in handling of office affairs, both routine and special.

Knowledge of current office procedures such as filing, telephone techniques, office equipment (copier/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, Power Point, Adobe Acrobat, and Publisher).

**CONTACTS, ORGANIZATIONAL RELATIONSHIPS:**

Contact with many people, both internally and externally. Contact with all persons having business with director, 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 director, 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 director'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 director.