

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: Secondary Education	Part Time _____	Exempt _____
Reports To: Associate Director/Education Director	Intern _____	Non-Exempt <u>X</u>

POSITION SUMMARY:

The Administrative Assistant must be able to work independently and follow assignments thoroughly without supervision. In addition, provide clerical administrative support for the Secondary Education department which requires well-developed computer skills, high levels of tact, telephone friendliness and ability to work as a team member.

SCOPE OF RESPONSIBILITY:

- Process incoming mail, opening, dating, sorting, and distribute.
- Follow the yearly calendar of scheduled responsibilities/activities.
- Provide appropriate communication with telephone calls, emails, visits and written correspondence.
- Maintain well organized office with efficient filing systems.
- Assist director in preparing reports, special projects, etc. as requested.
- Create spreadsheets, power point presentations and other documents.
- Prepare correspondence for various meeting, convention, mailings, etc. sponsored or coordinated by department.
- Maintain accurate records/ transcripts for all senior and junior academies and respond to requests.
- Request reports and information from conferences.
- Receive and process financial reimbursements or payments for departmental goods sold.
- Prepare, update, and transmit yearly school evaluation schedules for NAD and conferences; participating in one evaluation per year.
- Update conferences and principals of events, procedures, and communication from NAD.
- Collect and process with the NAD Office of Education student names, Caring Heart Award, plaques, award certificates, and Bibles.
- Develop and maintain a thorough knowledge of the Adventist EDGE initiative, update website, and process orders.
- Prepare materials, conduct registration and record minutes of meetings.
- Assist with other projects involving the entire Education Department as needed.
- Work switchboard as scheduled.
- Coordinate department worship schedule.
- Perform 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 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, Access 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.