

Garrett-Evangelical Theological Seminary
ADMINISTRATIVE ASSISTANT
Office of Student Affairs and Dean of Students

Position Description

Introduction

The employee for this full-time position reports to the Associate Vice President of Student Affairs/Dean of Students and is responsible for the day-to-day administrative operations of the Office of Student Affairs.

PRINCIPAL DUTIES

I. Carry out a variety of secretarial and administrative tasks

- a. Write, edit, type correspondence and related matters
- b. Coordinate appointments, meetings, and travel arrangements
- c. Open, sort and date-stamp daily mail
- d. Maintain general office supplies and order items as needed
- e. Prepare purchase orders and check requests as needed for materials and services used
- f. Assists in departmental budget oversight. Approves expenditures in consultation with Dean of Students
- g. Maintain current files and move out-dated materials to storage files
- h. Process emergency loans approved by Dean of Students
- i. Process requests for pastoral care services
- j. Assist Dean of Students with yearly mailing to new students regarding accessibility issues
- k. Board of Trustees - Assist Dean of Students in preparation of materials requested by and appropriate for distribution to Board of Trustees. Serve as recording secretary for Student Affairs Committee.
- l. Record and transcribe meeting minutes; provide copies as needed.

II. Ensure the clerical functions of the Office of Student Affairs run smoothly and efficiently

- a. Function as a decision maker in areas that do not need direct involvement of the Dean of Students.
- b. Perform varied responsible and often confidential secretarial functions.
- c. Able to work under limited supervision.
- d. Assist the Dean of Students in areas not yet well-defined.

III. Student Handbook

- a. Update, edit, and/or develops *Student Handbook* every summer.
- b. Coordinates updating of *Student Handbook* sections for which others are responsible.

IV. Health Insurance

- a. Maintain health insurance and immunization records
- b. Assist Dean of Students with periodic health-related mailings to student body
- c. Maintain communication between seminary and Northwestern University regarding matters of insurance and clinic use
- d. Provide information about seminary-supported recreational opportunities through Northwestern University
- e. Assist Dean of Students in the preparation of required reports related to immunizations and health insurance

V. International Students

- a. Maintain files of international students' documents and assist Dean of Students in seeing that all international students remain in compliance with USCIS requirements
- b. Assist Dean of Students with the maintenance of records through SEVIS
- c. Provide information about language programs and tutoring

VI. Miscellaneous Responsibilities

- a. Participate in scheduled meetings of the staff and other meetings related to pertinent administrative areas
- b. Oversee posting of signs on bulletin board outside Dean of Students' office.
- c. Attend yearly calendar planning meeting
- d. Keep up-to-date information about programs and fees of Northwestern's physical fitness facilities

PHYSICAL REQUIREMENTS

Sitting in a normal seated position for extended periods of time; reaching by extending hand(s) or arm(s) in any direction; finger dexterity required to manipulate objects with fingers rather than with whole hand(s) or arm(s), for example, using a keyboard; must be able to lift/pick up objects up to 20 lbs.; communication skills using the spoken word; ability to see within normal parameters; ability to hear within normal range; ability to move about.

MINIMUM QUALIFICATIONS

Qualified candidates must have at least a Bachelor's degree from a fully accredited institution where the majority of classes taken are on campus and not online and/or distance learning. At least 3 years experience as either an administrative assistant, executive secretary or at an equivalent skill set. Must be proficient in all Microsoft suite software and other computer word processing programs and computer applications to the extent required by the specific job functions. In addition, must be able to work in a fast-paced work environment. Excellent organizational and multi-tasking skills are a must. Candidates must possess strong composition, grammar, proofreading and interpretation skills. Must be able to work with employees at all levels within the seminary as well as students while

exhibiting candor, tact and a strong sense of personal integrity. Qualified candidates must have a good work history.

PREFERRED QUALIFICATIONS

In addition to the minimum qualifications the most excellent candidate will have at least 5 years experience as an administrative assistant or executive secretary. Competency in Internet website development and maintenance; developing statistical reports; proven ability to work with multiple deadlines, multiple priorities and complex literature; proven problem solving skills; demonstrated organizational and interpersonal skills. Prior experience working in an academic/university/seminary setting is preferred.