

College of Bible and Church Ministries (CBCM)

Administrative Assistant

Level G-04

Salary Range: \$14 - \$17.50 per hour

Institutional Mission

Southwestern Assemblies of God University exists to equip students spiritually, academically, professionally, and cross-culturally for their God-given careers and callings.

Primary Function

Under moderate supervision, the Administrative Assistant provides specific administrative support to the Dean of the College of Bible and Church Ministries and assists in development and management projects as assigned by the Dean.

Major Responsibilities

- Assist the Dean with the management of projects and ongoing organizational development.
- Contribute to the administrative needs of the college's various departments.
- Collaborate with SAGU Marketing to promote the achievements of the CBCM.
- Provide organizational support for various college events for both internal and external audiences.
- Oversee the preservation of academic records and employment files for the Dean's Office.
- Support the Dean of CBCM in administration of the college and its respective department chairs and faculty.
 - Assist in the scheduling of college meetings, and the recording, approval and publishing of meeting minutes.
 - Manage the approval process for course and program development for the academic departments within the CBCM.
 - Support the Dean in assessing the performance of academic departments and related Institutional Effectiveness activities.
 - Assist in tracking college expenditures and provide support for the annual budgeting process.
 - Generally facilitate productivity and communication on behalf of the Office of the Dean.
- Assist in the organizational processes relative to recruiting prospective faculty.

Organizational Relationship

- Reports directly to the Dean

Qualifications

The right person for this role must...

- Faith, service and lifestyle that meets University expectations (See IPM sections: "Statement of Core Values," "Doctrinal Statement," "Christian Standards," "Lifestyle Standard.")
- Be a self-starter and one who can both receive assignments and strategize the path to completion.
- Be able to work well with college administrators, faculty, staff, and students. This position requires a helpful spirit and a willingness to assist a variety of needs.
- Possess effective people skills.
- Be able to navigate and be productive in complex organizational processes and workflows
- Demonstrate attention to detail.
- Be proficient in use of Microsoft Outlook for scheduling and assigning and tracking of tasks
- Possess competency in remainder of the Microsoft Office suite, particularly Microsoft Excel, Microsoft Word, and Microsoft PowerPoint (or comparable presentation software).
- Be able to engage social media platforms and assist in the management of such pathways of

communication.

- Be able to utilize the Web and browser tools to conduct internet-based research
- Possess excellent personal organizational and communication skills.
- Be able to engage budget and expense reporting responsibilities.
- Be able to multi-task and maintain focus in an environment frequented by interruptions.
- Have completed an undergraduate degree (preferred).

Application Process: Applications are at www.sagu.edu/employment. Incomplete forms will not be accepted. Your resume may be included when submitting the application to the Human Resources Office.

Contact: Human Resources at humanresources@sagu.edu

Fair Labor Standards Act

This position is not exempt from overtime.