

Administrative Assistant

Hours: 20 hours/week (.50 FTE) * This position may occasionally affect work hours.

Accountability: This position will report directly to the Vice President of Campus Minerva and the Strategy's (VPCMS) Executive Assistant.

Pay Range: This position is classified in the range of \$18.00 - \$22.00 per hour. Individual pay is generally determined by several factors, including internal equity, job-related skills, experience, relevant education or training, and geographic location.

Position Summary: The Administrative Assistant will oversee various campus operations with administrative tasks and special events. Additionally, the Administrative Assistant will ensure the campus remains clean, organized, and well-maintained. It is essential to maintaining smooth campus operations.

Essential Duties and Functions:

Campus Operations & Maintenance:

- Maintain the cleanliness and upkeep of the San Jose campus building.
- Manage the scheduling and organization of space usage on the campus, ensuring rooms and facilities are set up and ready for each scheduled activity.

Communication & Public Contact:

- Serve as the primary point of contact for communications related to the San Jose campus.
- Answer the phone, handling for the Campus Manager, ensuring appropriate follow-up.
- Oversee classroom setup prior to each meeting, ensuring the environment is conducive to teaching and learning.
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- o Schedule the use of private offices and the lecture room, ensuring that reservations are properly handled.

Student and Faculty Support:

- o Provide information to all staff and faculty members regarding the seamless service to all students to the San Jose campus.
- o Assist new faculty members with technology setup and integration into campus systems.
- o Helping new faculty and staff in support of Human Resources with onboarding all complete necessary employment forms.

Meeting Administrative Support & Incident Response:

- o Assist with incident response, preparing incident reports, ensuring that all required documentation is completed, organized and promptly.
- o Serve as a member of the Safety Committee, supporting the implementation and enforcement of policies related to student safety and rights.

Office of CMAS Administrative Duties:

- o Serve the CMAS Executive Assistant with administrative tasks given such as:
 - Western Seminary Bay Area recruiting and promotional administration.
 - Supporting the recruitment and retention process for international students, complete monthly Visa reconciliations.
- o Regular meetings with the CMAS Executive Assistant.

Event Planning & Coordination:

- o Assist the CMAS Executive Assistant to plan, run errands, and assist with tabling and setting up for various events, including the San Jose campus, the Bay Area, and the Western Seminary Bay Area.
- o Coordinate logistics with the Student Services Department and Counseling Department events such as orientation and preview days, ensuring all from campus announcements are made in a timely manner as the event is planned.

Specialized Responsibilities:

- o ensuring veterans' services and needs are properly met and addressed.

Qualifications:

Evangelical Christian Commitment and lifestyle consistent with the World Evangelical Alliance statement of Faith and the Seminary's governing virtues.

Education/Experience: 6 semesters and/or superior experience in administrative and/or hospitality/event business.

Ability to work alone and in a team setting.

~~Strong knowledge of assessment techniques and skills, and appropriate strategies to meet individual needs. Ability to provide individualized feedback~~
through on assignments in a timely, proactive and responsive manner.

~~Excellent verbal, writing and computer skills~~

~~Ability to work some evenings and weekends depending on events~~

~~Ability to drive a car~~ and have consistent and reliable access to transportation.

Alignment with _____