

Central States Conference of Seventh-day Adventists

Job Description

Position Title:	Administrative Assistant
Department/location:	
Immediate Supervisor:	Principal
Supervisory Responsibilities	None
Status:	Part-time, non-Exempt
Wage Scale:	Community Rates
Date:	September 6, 2016

Job Summary:

The school administrative assistant's position is to support school ministry by providing general office assistance to the staff.

Duties and Responsibilities:

Reception

- Interacting with visitors to the office and answering telephone calls and e-mails in a friendly and professional manner
- Presenting a professional image in dress and grooming during office hours
- Maintaining the office in an attractive and professional manner at all times

General Office Responsibilities

- Maintaining the school calendar to reflect all scheduled events
- Filing important correspondence and records and maintaining a standardized and efficient filing system
- Assisting with correspondence as necessary, including mailing needs
- Managing incoming mail each workday and regularly checking e-mail
- Providing staff with office assistance as needed
- Keeping office supplies stocked and well-organized
- Managing petty cash and providing accounting of petty cash use to treasurer, if requested
- Providing treasurer with all invoices, bills, and other treasury-related items in a timely manner
- Maintaining general bulletin board to ensure that appropriate notices are posted and old notices are removed
- Editing, posting, and/or updating information on the school's website as necessary

Other

- Maintaining *strict* confidentiality of all school matters
- Immediately reporting any on-the-job injury to the human resources director and principal

Performance Factors

The following Performance Factors are used during the annual review process to determine if the employee is meeting job expectations:

- Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments.
- The employee communicates effectively both verbally and in writing with supervisors, colleagues, staff, church members, etc.

JOB DESCRIPTION—Administrative Assistant

- Wearing the armor of the Fruits of the Spirit, the employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.
- The employee works to maintain the budget.
- The employee commits to being a life-long learner and sets measurable goals (short- and long-term) for both personal and professional development/growth.

Qualifications/Requirements—

- Be a member in good standing of a church within the Central States Conference
- Faithfully return tithes to the Central States Conference
- Education/Experience—A high school diploma or equivalent is required and two or more years of college are preferred. Prior experience with office management or secretarial duties is preferred.
- Skills—Be familiar with and able to use computers, standard computer software, and standard office equipment. Demonstrate a helpful and positive attitude towards all staff, parents and the general public.
- Competencies (skills and personal characteristics that an individual should possess in order to be successful in this position)
 - Planning/organizing
 - Analytical
 - Critical Thinking
 - Time and organizational management
 - Life-long learner

Typical Physical Demands

While performing the duties of this job, the employee must be able to sit for long periods of time and is regularly required to stand, speak, hear, read, walk, bend and occasionally lift up to 25 pounds (office supplies). The administrative assistant may be required to use stairs. Must be able to effectively communicate both orally and in writing.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions—

An administrative assistant works out of a well lighted and ventilated office. The position may require some flexibility in hours available for work. The position is a part time, hourly position with a budgeted expectation of no more than 25 hours per week. This position is eligible for overtime when more than 12 hours are worked in a single day or more than 40 hours in a single week. There is no averaging of hours of two or more weeks. The workweek is defined as Sunday through Saturday. All overtime hours must be pre-approved by the department director.

Please Note: The statements found in this job description are meant to describe the overall general nature and level of the work performed by an employee functioning in this position. The tasks, duties, responsibilities, functions, skills, talents, etc. outlined in the description is not an exhaustive list and should not be construed as such. The local school in coordination with the Central States Conference reserves the right to modify this job description as/when needed in order to fulfill the mission of the Conference.

JOB DESCRIPTION—Administrative Assistant

All employees are expected to uphold the values of the Central States Conference of Seventh-day Adventists. Employees are missionaries, demonstrating a desire and a commitment to sharing the love of Christ.

Acknowledgements

I have fully read and understand my job description. I intend to perform the duties and responsibilities to the best of my ability and will seek guidance and clarification from my direct supervisor if I have questions. I know of no reason that I should not be able to fully comply with the tasks and requirements as outlined in this job description.

I understand that I must accurately record and report all hours worked and that I cannot volunteer my time for the same job that I also get paid for.

Signature

Date