

Job Posting

Position	Department	Reports to	FTE	FLSA Class
Office Manager & Administrative Assistant	Student Affairs	Events Coordinator & Assistant to the VP/Dean, Student Affairs	.63	Non-Exempt

Grace College and Seminary makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Grace College and Seminary is a Christian religious-affiliated organization and, as such, is permitted religious exemptions set forth in Title VII of the Civil Rights Act of 1964.

Scope of Responsibilities: To oversee operations within the Student Affairs office and provide assistance to the Dean of Chapel and Community Life and Associate Dean of Students in areas of student housing, student conduct, and chapel administration.

Essential Responsibilities:

(These essential responsibilities are those the individual must be able to perform unaided or with the assistance of reasonable accommodation)

A. Duties related to chapel administration - 40%

1. Manage the chapel attendance process according to the student handbook including administering *iattended* software, managing attendance-related correspondence with students, staff, and faculty, processing exemption requests and assessing sanctions.
2. Supervise student chapel coordinators when completing administrative tasks in the office.
3. Coordinate chapel speaker arrangements including contracts, travel, honorariums, special requests, and schedule.
4. Manage chapel web page, updating chapel schedule as needed.
5. Provide administrative support as needed to the Dean of Chapel and Community Life.

B. Duties related to Student Affairs office management – 30%

1. Create a welcoming and professional office environment in alignment with the student affairs vision.
2. As primary office receptionist, provide excellent customer service responding to student/parent questions and concerns in a timely manner via email, phone, and office visits.
3. Supervise office student employee(s) including hiring, training, evaluation, and scheduling.
4. Oversee the Student Affairs office – including administration of contracts, processes, and supplies.
5. Use campus software for the purpose of retrieving student information.
6. Support the Student Affairs Events Coordinator as needed to execute significant events such as Orientation, Parent Council and Family Weekend.

C. Duties related to student housing and conduct administration - 30%

1. Manage residential campus key inventory and utilize housing software, *eRezLife*.
2. Coordinate Graduate/Married Housing answering inquiries, managing applications and schematics, executing leases, coordinating move-out and move-in processes, managing security deposit and rent arrangements, and collaborating with Physical Plant regarding maintenance and cleaning.
3. Manage break housing and early return requests.
4. Assist the Associate Dean of Student Affairs in matters related to student conduct violations and sanctions via conduct software, *Maxient*.
5. Assist with annual furniture inventory and purchasing.

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6. Coordinate student handbook updates.
7. Manage residence life web pages.
8. Provide administrative support as needed to the Associate Dean of Students.

Qualifications:

A. Minimum:

1. Two years experience working in an office.
2. Working knowledge of Microsoft Office and Google Suite products.
3. Interpersonal and organizational skills.
4. Ability to learn new systems and make adjustments when needed to meet the challenges of an active workplace.
5. Must have a mindset of mentoring employees under supervision and be able to lead in a way that sets a good example, promotes teamwork, and encourages a positive, efficient work environment.
6. Strong Christian faith, commitment to serving others.

B. Preferred:

1. Bachelor's Degree in Office Management, Higher Education, or related field
2. Advanced computer training in Microsoft Office and Google Suite
3. Five years of administrative assistant or related experience
4. Office management experience

Status: Part-time, Non-Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.

Posted: 8/5/2024