

Job Posting



Position	Department	Reports to	FTE	FLSA Class
Administrative Assistant, School of Behavioral Science (PT)	School of Behavioral Science	Dean of School of Behavioral Science	.38	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: Provide administrative support to the Department of Behavioral Science, including scheduling department and school recruiting, advising, or other events.

General Responsibilities:

A. General Duties:

1. Scheduling: includes regular school meetings, maintaining daily/weekly/monthly appointments and schedules for dean, department chair and School with senior administration, School faculty, other campus offices, and current and prospective student appointments for advising, etc.
2. Assist in maintaining accurate Faculty Development Fund tracking for the School; record and track annual expenditures of funds; finalize reports and plans; assist with departmental assessments, maintain accurate student records and department files.
3. Assist in reconciling monthly statements, maintain communication with Department Chairs and Program Managers regarding accurate budget reporting; oversee budget requests for all School faculty; prepare budget reports as needed.
4. Regularly monitor web content for accuracy; coordinate efforts for updating electronic communications including brochures, course catalog, and check sheets, and complete updates to web site for entire School.
5. Manage print communication for School: coordinate efforts for updating print communication including brochures, posters, department and office signage for all School faculty and offices.
6. Assist in organizing faculty hiring efforts within School, conference participation and pre-interviews, and travel arrangements for Dean, Department Chair and faculty. Make all arrangements for candidates coming to campus for interviews (set up faculty and departmental interview committees, senior administration and other schedules as well as all travel arrangements).
7. Answer phones and greet prospective students; and serve as a resource for undergraduate Behavioral Sciences faculty as well as current students. This may include assisting undergraduate faculty with specific projects and research endeavors as needed.
8. This position will maintain regular office hours throughout fall, spring and intermittent hours during the summer sessions as well as oversee student employees and timesheets.
9. Purchase supplies; process check requests and reimbursements; reconcile expenses; make necessary room and maintenance requests; report technology issues/requests through OIT; maintain associated School supplies and records; faxing, copying, and mail delivery; and typing minutes for meetings.
10. Perform and organize pre-advising, applied learning, and school meetings and assist with the initial meetings for case specific independent studies.
11. Assist in planning and coordinating student events and field trips.
12. Assist the graduate department of counseling as assigned by the dean.

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13. Performs other duties as assigned by the dean to support the Department of Behavioral Science.

B. Supervision:

1. Assist faculty with work student employees including training, planning, assigning, directing work and coaching as assigned by the dean or department chair.
2. Oversee student employee time sheets and processing.

Qualifications:

A. Minimum:

1. High school diploma and two years of office management experience.
2. Working knowledge of Microsoft Word, PowerPoint, Excel and Google Mail.
3. Excellent verbal and written communication skills.
4. Excellent Interpersonal and organizational skills.
5. Must be able to maintain a high level of accuracy and attention to detail.
6. Evidence of a strong Christian faith and commitment to Christ.

B. Preferred:

1. Bachelor's degree preferred.
2. Three to five years work related 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.

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