



JOB TITLE: Jessup Global Partnership Assistant
DEPARTMENT: Jessup Global
CAMPUS: Rocklin
SUPERVISOR: Jessup Global Coordinator
FLSA STATUS: Non Exempt, Part Time

MAJOR PURPOSE

The role will provide relational and regulatory administrative support related to the university's dual enrollment and dual credit programs. This position requires excellent organizational skills, attention to detail, and the ability to manage multiple tasks effectively.

This position part time, 25-29 hours per week and is a minimum of 50% on-campus.

The pay range for this position is generally: \$20-\$22 per hour. Individual pay is generally determined by a number of factors including job-related skills, experience, relevant education or training and location.

ESSENTIAL FUNCTIONS

- Serves as primary point of contact with Jessup University partners in dual enrollment and dual credit programs
- Maintains communication with administrators and instructors who participate in dual enrollment and dual credit at Jessup University
- Coordinates with internal departments and external partners to ensure compliance with state and federal regulations
- Assists in maintaining and updating records related to state regulatory agencies and other areas of compliance
- Prepares and submit reports and documentation as required by regulatory bodies
- Monitors changes in state regulations and update relevant processes and documentation accordingly
- Provides administrative support, including scheduling meetings, preparing meeting agendas, and taking meeting minutes
- Assists in the development and implementation of policies and procedures to ensure compliance
- Handles confidential and sensitive information with discretion
- Other duties as assigned

QUALIFICATIONS

Education/Certifications

- Associate's degree or higher, bachelor's degree preferred.

Required Knowledge/Experience

- Previous experience in an administrative role, preferably in an educational setting.
- Proficiency in Google Workspace (Docs, Gmail, Drive, Sheets).
- Knowledge of state regulations and compliance requirements related to dual enrollment and dual credit programs is a plus

Skills/Abilities

- Strong organizational and time-management skills

- Excellent written and verbal communication skills
- Ability to work independently and as part of a team
- Detail-oriented with a high level of accuracy in work
- Ability to handle multiple tasks and prioritize effectively
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WORKING ENVIRONMENT

The employee agrees to promote the values and mission of Jessup as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS

The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors or in a remote workspace. There are no hazardous or significantly unpleasant conditions.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 20 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

Employee Signature

Date