



JOB TITLE: MACP Administrative Assistant
DEPARTMENT: School of Psychology
SUPERVISOR: MACP Director
FLSA STATUS: Non-Exempt

MAJOR PURPOSE

This position is assigned and approved by the VPAA and provides logistical and administrative support for the mission and operations of the MACP-Master of Arts in Counseling Psychology program. This role will coordinate and assist with policies, processes and procedures related to the coordination of the MACP program.

This role is full-time, 40 hours per week. Up to 25% of the hours may be worked remotely.

Salary range for this position is generally \$21-23/hour. Individual pay is generally determined by a number of factors including job-related skills, experience, relevant education or training and location.

ESSENTIAL FUNCTIONS

- Assists with communication and coordination of the MACP program under the direction of the MACP Directors
- Provides administrative and secretarial support to the MACP Directors as requested
- Tracks and updates documentation and forms related to Practicum
- Manages ongoing process related to multi-party agreements between students, agencies and Jessup, including creating and sending 4-Way Agreements for e-signatures
- Creates, coordinates, and manages student forms ensuring FERPA and HIPAA compliance
- Screens and prioritizes incoming correspondence and prepare/submit responses
- Creates and distributes digital cohort and program specific documents and resources
- Develops and maintains clinical facility directories and databases
- Maintains University MACP MOU database and MACP Google drive
- Sends Directors regular emails about new MACP Adjunct Applicants
- Completes and submits hiring documents for new adjuncts and monitor onboarding
- Organizes and maintains file systems and student records; revamp as needed
- Maintains MACP database and spreadsheet files
- Composes and prepares confidential correspondence, reports, and other complex documents
- Coordinates course schedules; collects, organizes, and submits course offerings and faculty assignments
- Maintains MACP calendars and create updated versions for upcoming years
- Schedules and takes minutes at all MACP meetings
- Creates and maintains MACP student body and faculty distribution lists
- Manages MACP faculty unit workloads to ensure compliance
- Maintains current and accurate cohort student lists
- Arranges and participates in MACP events
- Updates MACP forms, manuals and handbooks and manage respective folders
- Submits IT/Facilities requests as needed
- Organizes and ensures classrooms for professors and students are ready to use for class at the beginning of each session
- Assists with specific projects related to the short and long-term goals of the MACP program and University
- Fulfills other duties assigned by the MACP Directors

QUALIFICATIONS

Education/Experience

- Associate's degree (AA/AS.) or equivalent from a two-year college or technical school

Experience/Knowledge

- One-year related experience and/or training; equivalent combination of education and experience
- Strong working knowledge of the current Microsoft Office Suite, Word, Excel, Google applications such as Docs, Sheets, Drive, Calendar, Gmail, etc

Skills/Abilities

- Ability to plan, develop and coordinate multiple projects proactively with little guidance
- Ability to read and write at a level appropriate to duties of the position
- Ability to interpret, adapt, and apply guidelines and procedures
- Strong interpersonal and communication skills and the ability to work effectively with a diverse faculty, staff and student body
- Ability to gather data, compile information, and prepare reports
- Ability to maintain confidentiality
- Ability to create, compose, and edit written materials
- Excellent telephone/email courtesy, knowledge and experience
- Ability to develop and maintain recordkeeping systems and procedures
- Detail-oriented individual with strong organizational support skills
- Interpersonal communication skills to interact with students, faculty, vendors, other University departments and the general public
- Self-motivated and able to work with others with minimal supervision

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. There are no hazardous or significantly unpleasant conditions.

On occasion the employee may organize and participate in Jessup campus events.

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, crouch 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. William 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