



JOB TITLE: Administrative Assistant to VP of Campus Academics
DEPARTMENT: Campus Academics
CAMPUS: Multnomah
SUPERVISOR: VP of Campus Academics
FLSA STATUS: Exempt

MAJOR PURPOSE

Provide administrative support to the VP of Campus Academics at the Multnomah Campus by supporting academics processes and procedures.

This position is a minimum 100% on campus and in person. Remote work options are available as agreed upon with the supervisor.

ESSENTIAL FUNCTIONS

- Provides administrative assistance to the VP of Campus Academics and faculty of the Multnomah Campus
- Assists with the communication and coordination of the academic programs
- Assists with supporting on-campus adjunct faculty and helping them to connect with campus resources
- Serves as the first point of contact for students and outside constituents, and responds to questions and concerns with professionalism and hospitality.
- Assists with coordination and collection of data for assessment of campus academic programs for accreditation reports
- Organizes and maintains file systems, records, and shared drives
- Creates and maintains database and spreadsheet files
- Screens incoming correspondence and respond independently when possible with discernment
- Composes and prepares confidential correspondence, reports, and other complex documents
- Assists with planning, publicity, and set-up of faculty workshops and events
- Assists faculty according to priorities determined by the VP of Campus Academics
- Works with library staff to facilitate the implementation of textbook orders through Slingshot.
- Orders and oversees the administration of tests related to assessment of academic programs as needed.
- Submits work requests including building/custodial maintenance and technology issues
- Maintains an orderly space in the reception area, student lounge, conference room, copy room, faculty lounge that reflects professionalism and care for people who use those spaces
- Assists with troubleshooting basic questions related to the copier and printing
- Fosters hospitality for students in Travis Lovitt Study Area and for faculty in the faculty lounge and workspace
- Supervises student employees for the Academic Area
- Works with faculty to provide accurate data each semester regarding textbook orders and serve as one of the campus contact persons for textbook vendor

QUALIFICATIONS

Education/Certifications

- Bachelor's degree preferred

Required Knowledge/Experience

- Prior office experience preferred
- Experience and/or course work in data processing; typing 60 wpm
- Familiarity with Google Apps and Microsoft software applications.

Skills/Abilities

- Commitment to engage and work effectively with diverse and multi-generational populations
- Strong problem solving skills and adaptability to changing circumstances
- Ability to work independently within a team structure and contribute to a healthy culture
- Ability to prioritize work strategically and efficiently
- Maintains confidentiality and manages confidential information
- Ability to communicate effectively in written and oral form
- Ability to take initiative without direct supervision

WORKING ENVIRONMENT

The employee agrees to promote the values and mission of William Jessup University 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.

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