



JOB TITLE: Facilities Administrative Assistant
DEPARTMENT: Facilities
SUPERVISOR: AVP of Facilities
FLSA STATUS: Non Exempt

MAJOR PURPOSE

The Facilities Administrative Assistant provides administrative and clerical support to the Facilities Department, ensuring efficient day-to-day operations. This role is responsible for supporting office communications, scheduling, recordkeeping, and departmental documentation, while assisting with the coordination of work orders, service requests, and vendor interactions. By supporting the Facilities leadership and staff, the Administrative Assistant helps the department deliver timely and effective services to the campus community.

This position is 30 hours per week, 100% on campus and is required to be available for on campus meetings, team collaboration, and other meetings as needed. Occasional remote work options are available as agreed upon with the supervisor.

The pay range for this position is generally \$20-\$23 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

- **Administrative Support:** Provides general administrative assistance to the Facilities team, ensuring efficient day-to-day operations.
- **Documentation & Reporting:** Drafts correspondence, prepares reports, and maintains departmental records and files.
- **Scheduling & Coordination:** Schedules and coordinates meetings, inspections, and departmental activities as needed..
- **Communication:** Serves as a point of contact for the Facilities office; answers phones, responds to emails, and facilitates communication with other departments, vendors, and campus partners.
- **Office Operations:** Supports office procedures, supply needs, and workflow to assist staff in completing work orders and projects.
- **Other Duties:** Performs additional administrative tasks as assigned to support the effective operation of the Facilities Department.

QUALIFICATIONS

Education/Certifications

- High School Diploma/GED, required

Required Knowledge/Experience

- Knowledge of Microsoft Office and/or Google Docs
- Administrative skills and experience working in an office
- Previous customer service experience

Skills/Abilities

- Accuracy , attention to detail, and efficiency in daily tasks.
- Ability to work both independently and collaboratively as part of a team.

- Strong technical aptitude with the ability to learn and adapt to new systems and software quickly.
- Excellent written and verbal communication skills for preparing correspondence, reports, and interacting with diverse stakeholders.
- Ability to set and adhere to realistic deadlines, manage workload effectively, and remain productive under pressure.
- Strong organizational and time management skills with the ability to balance multiple priorities.
- Problem-solving skills with the initiative to anticipate needs and provide proactive support.
- Commitment to confidentiality and discretion in handling sensitive information.

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.

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