



JOB TITLE: Administrative Assistant
DIVISION: Faculty of Health, Applied, and Natural Sciences (FHAN)
SUPERVISOR: Dean of FHANS (Rocklin)

**WILLIAM JESSUP
UNIVERSITY**

MAJOR PURPOSE:

This position is assigned and approved by the Office of the Provost and provides logistical and administrative support for the mission and operations of the FHANS by performing. This role will coordinate and assist with policies, processes and procedures related to the coordination of TUG, ADC and graduate programs within the division as follows:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Serve as the main receptionist for faculty, students, and visitors to the FHANS.
2. Assist with the communication and coordination of the academic programs in Rocklin and San Jose campuses under the direction of the Dean.
3. Provide administrative and secretarial support to the Dean.
4. Screens incoming calls and correspondence and responds independently when possible with discernment.
5. Assist the Office of the Provost with the logistical side of recruiting and supporting the faculty.
6. Assists Provost Office with processes for recruiting, hiring and training of the core and adjunct faculty.
7. Directs the preparation of records such as agenda, notices, minutes, resolutions for meetings.
8. Organizes and maintains file systems and files correspondence and other records.
9. Creates and maintains database and spreadsheet files.
10. Composes and prepares confidential correspondence, reports, and other complex documents.
11. Assists with specific projects related to the long term goals of the FHANS and Jessup, such as strategic planning, fiscal responsibility, etc.
12. Fulfills other duties that are assigned by the Dean.

QUALIFICATIONS

EDUCATION/EXPERIENCE:

- Valid California driver's license
- Associate's degree (A.A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; equivalent combination of education and experience.
- This is a 12 month position, 20 hours per week.

REQUIRED KNOWLEDGE/EXPERIENCE:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are presentative of the knowledge, skill, and/or ability required:

SKILLS/ABILITIES:

- Skill in the use of PC/MAC and related software.

- Ability to plan, develop and coordinate multiple projects.
- Ability to read and write a level appropriate to duties of the position.
- Ability to gather data, compile information, and prepare reports.
- Strong organizational skills and detail oriented.
- Ability to maintain confidentiality.
- Knowledge of standard budgeting and expenditure control procedures and documentation.
- Ability to interpret, adapt, and apply guidelines and procedures.
- Working knowledge of the current Microsoft Office Suite, mainly Word, Excel.
- Working knowledge of Google applications such as Drive, Calendar, Gmail, etc.
- Strong interpersonal and communication skills and the ability to work effectively with a diverse faculty, staff and student body.
- Ability to create, compose, and edit written materials.
- Excellent telephone/email courtesy knowledge and experience.
- Ability to develop and maintain recordkeeping systems and procedures.

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of WJU 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 laboratory environment with adequate light; lab equipment which is continuously running may create moderate to high noise levels; concrete and non-slip rubberized flooring. Potential physical, chemical, and biological hazards are present in the laboratory; personal safety is emphasized at all times.

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 50 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