



**WILLIAM JESSUP**  
UNIVERSITY

**JOB TITLE:** Administrative Assistant  
**SCHOOL:** School of Humanities & the Arts  
**SUPERVISOR:** Dean, School of Humanities & the Arts

This position is assigned and approved by the Office of the Vice President of Academic Affairs to support the Vice President for Educational Effectiveness, who also serves as Accreditation Liaison Officer, and to provide logistical and administrative support for the mission and operations of the WJU School of Humanities & the Arts by performing the following duties. This role will coordinate and assist with policies, processes and procedures related to the coordination of TUG, AGO and graduate programs within the School.

## **PERFORMANCE MEASUREMENTS**

### *Administrative Support*

- Provide administrative support to the School of Humanities & the Arts;
- Direct the preparation of records such as agenda, notices, minutes, and resolutions for meetings;
- Assist the Office of the VPAA and support the Dean with the logistical side of recruiting and supporting the core and adjunct faculty;
- Organize and maintain necessary file systems and records;
- Create and maintain database and spreadsheet files;
- Compose, prepare and organize for safekeeping confidential correspondence and reports;
- Participate in regular School meetings, planning, goal setting, and relevant University events;
- Planning and implementing special events;
- Fulfill other duties as assigned by the Dean.

### *University Level Assessment*

- Provide assistance and administrative support for the central administration of the University assessment plan.
- Assist the implementation of assessment software during technical implementation, customization, launch, and user adoption phases.
- Coordinate needs for Educational Effectiveness Committee meetings. Responsible for room set-up and to attend, record and distribute meeting minutes when necessary.

### *Accreditation*

- Assist Accreditation Liaison Officer in preparation of WSCUC reports and visits.
- Assist Accreditation Liaison Officer in preparation of WSCUC submissions for new program development and implementation.

## **SUPERVISORY RESPONSIBILITIES**

This position is responsible for assigning work and/or giving direction to part-time student workers in order to complete strategic assignments.

## **QUALIFICATIONS**

The basic qualifications for this position, in addition to the skills and abilities listed below, include a strong commitment to the Christian faith, active engagement in a local church, and prior successful experience in an administrative role.

- Bachelor's degree required
- Experience in higher education preferred

## **SKILLS & ABILITIES**

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

1. Strong organizational skills and detail-orientation;
2. Ability to read and write at a high level;
3. Strong interpersonal and communication skills and the ability to work effectively with a diverse faculty, staff, and student body;
4. High capacity with personal computers and related software applications;
5. Ability to plan, develop, and coordinate multiple projects;
6. Ability to gather data, compile information, and prepare reports;
7. Ability to maintain confidentiality;
8. Ability to make administrative decisions and judgments;
9. Ability to develop and maintain administrative systems and processes;
10. Ability to take initiative without direct supervision.

## **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 office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

## **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 is required, using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 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 is 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 as 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 if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

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Employee Signature

Date