



JOB TITLE: Administrative Assistant to the VPAA/CAO
DEPARTMENT: Academics
SUPERVISOR: VP of Academic Affairs/Chief Academic Officer
FLSA STATUS: Non-Exempt

MAJOR PURPOSE

Provide administrative support to the VPAA/CAO by coordinating information among the School Deans and by supporting academic processes and procedures, initiatives and program development, and events and operations.

ESSENTIAL FUNCTIONS

- Assist VPAA in managing the academic office including scheduling of meetings, webinars, phone meetings, travel arrangements, paperwork and forms; screens and prioritizes telephone calls; schedules meetings and conference rooms; prepares documents and correspondence; maintains organized and accurate filing systems.
- Supports financial transactions for the academic office, including working with the controller to assist in maintaining appropriate financial records to provide periodic reports as required.
- Follow processes to improve communication and efficiencies across campus, *i.e. Payment Request Forms (PRF's), Visa Reconciliations and Business Expense Reports* and implements office management standard operating procedures.
- Under the direction of the VPAA, coordinate faculty recruitment:
 - Post and update content for faculty positions (WJU website, Higher Ed and CCCU, etc.)
 - Schedule on-campus interviews
 - Advise candidates on the status of their applications.
- Provide assistance for online programs and faculty recruitment support.
- Collect and organize information for VPAA to facilitate decision-making and prepare informational materials to foster communication between VPAA and the University.
- Attend and provide support as needed for meetings at the request of the VPAA.
- Coordinates information to other departmental Directors and Executive Team members. Acts as a liaison between external or internal executives, managers and consultants in coordinating meetings.
- Anticipate situations, problems, and issues that will arise in VPAA's Office, either handling them personally or referring them to the appropriate person.
- Draft correspondence as requested by the VPAA
- Assist with academic processes, policies and procedures in support of the VPAA's Office.
- Coordinate related services for meetings, special events and faculty development events/guest lecture series, e.g., arrange for facilities, food and beverage service sponsored by Provost's Office. Special projects include:
 - Coordinate Celebration Chapel (end of academic year) with multiple departments across campus to prepare awards and create the power point presentation.
 - Coordinate Convocation Chapel (with Student Life team).

- Serve as liaison between Admissions and faculty for the Preview Day, Transfer Day and Scholars Event.
- Support the Registrar's Office on production of commencement.

QUALIFICATIONS

Education/Experience:

- Bachelor's degree preferred.
- Five (5) years' experience as an administrative assistant preferably in higher education
- Experience planning and implementing special events and activities.

Skills/Abilities:

- Excellent interpersonal and problem solving skills; collaborative
- Strong organizational skills, ability to work independently and critical thinking ability
- Strong detail orientation with a bias for action and consistent follow-through
- Strong writing and research skills, including Internet research
- The ability to develop, implement, and interpret policies and procedures and effectively communicate sensitive information verbally and in writing to a diverse population.
- Good judgment, discretion, and ability to maintain confidences are necessary.
- The appropriate level proficiency with word processing and spreadsheet applications is needed i.e. google docs, excel spreadsheet, databases, etc.
- Ability to handle diverse tasks, multiple priorities and ability to multi-task

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 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 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 if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

Employee Signature

Date