



JOB TITLE: MACP Administrative Assistant
DEPARTMENT: School of Psychology
SUPERVISOR: MACP Director
FLSA STATUS: Non-Exempt

MAJOR PURPOSE:

Provides logistical and administrative support for the mission and operations of the MACP (Master of Arts in Counseling Psychology program). This role coordinates and assists with policies, processes and procedures related to the coordination of the MACP program.

This position is part time, 20 hours per week. Hours and schedule are variable and evenings required for university events, etc. This position requires a minimum of 50% on campus presence.

The pay range for this position is generally: \$18 - \$21 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:

- Assist with the communication and coordination of the MACP program under the direction of the MACP Directors.
- Create, import, and troubleshoot MACP Moodle shells, syllabi, and MACP Master Moodle Roster each semester (including summer).
- Provide administrative and secretarial support to the MACP Directors as requested.
- Screen incoming correspondence and respond independently when possible with discernment.
- Organize and maintain file systems, records, revamping as needed.
- Maintain MACP database and spreadsheet files.
- Compose and prepare confidential correspondence, reports, and other complex documents.
- Coordinate course schedules-collect, organize, and submit course offerings and faculty assignments.
- Coordinate MACP course syllabi.
- Maintain MACP calendars.
- Schedule and take minutes at all MACP meetings.
- Create and maintain MACP student body and faculty distribution lists.
- Assists with specific projects related to the short and long-term goals of the MACP program and University.
- Manage MACP faculty unit workloads to ensure compliance.
- Ability to work a flexible schedule and some evenings.
- Other duties that are assigned by the MACP Directors.

QUALIFICATIONS:

EDUCATION

- Associate's degree (AA/AS.) or equivalent from a two-year college or technical school; equivalent combination of education and experience.

EXPERIENCE:

- One-year of related administrative experience and/or training;
- Strong skills in the use of PC and related software.

- Strong working knowledge of the current Microsoft Office Suite, Word, Excel
- Strong working knowledge of Google applications such as Docs, Sheets, Drive, Calendar, Gmail.

SKILLS/ABILITIES:

- Ability to plan, develop and coordinate multiple projects proactively with little guidance.
- Ability to read and write at a level appropriate to duties of the position.
- Ability to interpret, adapt, and apply guidelines and procedures.
- Strong interpersonal and communication skills and the ability to work effectively with a diverse faculty, staff and student body.
- Ability to gather data, compile information, and prepare reports.
- Ability to maintain confidentiality.
- Ability to create, compose, and edit written materials.
- Excellent telephone/email courtesies, knowledge and experience.
- Ability to develop and maintain recordkeeping systems and procedures.
- Detail-oriented individual with strong organizational support skills.
- Interpersonal communication skills to interact with students, faculty, vendors, other University departments and the general public.
- Self-motivated and able to work with others with minimal 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. On occasion the employee may organize and participate in Jessup campus events.

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