

JOB TITLE: ADMINISTRATIVE ASSISTANT TO DIRECTOR AND GENERAL OFFICE

DEPARTMENT: The Center for Great Commission Studies

DIVISION: Academic

SUPERVISOR: Director/Office Manager

CLASSIFICATION: Administrative Assistant

RATE: \$12.00-\$13.50/hour

PURPOSE OF THE JOB

Provide administrative support to the Associate Director, event coordination support, short-term mission trip admin support, assist research and writing, social media management.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Administrative support responsibilities for Associate Director of CGCS
- Assist in coordinating and admin support for short-term mission trips
- Assist in reception of students and guest and help coordinate SEBTS and CGCS visitors and events
- Other needs and responsibilities as assigned

KNOWLEDGE AND SKILLS

- MS Office Proficient – email, calendaring, Excel, etc.
- Clerical Experience with ability to pick up and learn new productivity tools
- Good communication skills – phone and email
- Administrative experience
- Good initiative and starter skills

EVENT PLANNING AND PROMOTION/PUBLICITY

- Detail oriented to help plan events and knowledge or willingness to train to run certain aspects of social media and schedule/craft publicity pieces – web/graphic/writing design experience a plus

WORKING CONDITIONS AND ENVIRONMENT

- Working in CGCS office setting