

SOUTHEASTERN BAPTIST THEOLOGICAL SEMINARY

JOB TITLE	ASSISTANT TO THE DIRECTOR/OFFICE MANAGER
DEPARTMENT	Center for Great Commission Studies/Missions
DIVISION	Academic
SUPERVISOR	Director of the Center for Great Commission Studies
JOB CLASSIFICATION	Clerical FT

PURPOSE OF THE JOB

Offer administrative support to the director and provide logistical support for short-term mission trips

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Administrative assistant responsibilities for Director of CGCS
- Assist in coordinating and providing logistical support for short-term missions trips
- Manage CGCS finances
- Manage CGCS office resources
- Assist with maintaining and developing CGCS website
- CGCS reception of students and guests. Be familiar with and help coordinate SEBTS and CGCS visitors and events

OTHER DUTIES & RESPONSIBILITIES

- Other responsibilities as assigned

KNOWLEDGE AND SKILLS

- Expert in MS Office
- Clerical experience preferred
- Good communication skills required (especially phone and email)
- Missions experience desired
- Administrative and management experiences
- Research and writing skills, preferably at a PhD level

EXTENT OF PUBLIC CONTACT

- Missions trip participants
- Campus staff and students
- CGCS staff
- Visitors on campus

WORKING CONDITIONS AND ENVIRONMENT

- Some weekend and evening hours required for mission trip meetings and other missions events