**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