

The Southern Baptist Theological Seminary

Position Description

Position Title: Administrative Assistant-Boyce Online Learning

Department: Boyce College Online

Position Code: L1102

Date Prepared: 7/28/16

FLSA Status: Exempt Non-Exempt

Full Time: Yes No

JOB SUMMARY:

The Administrative Assistant assists the Director of Distance Education in the management of Boyce College Online.

ESSENTIAL JOB FUNCTIONS:

The employee in this position will have the following essential job functions:

Online Admissions

- Be first point of contact for prospective online students
- Manage contacts of prospective online students
- Manage information flow and guides for prospective online students
- Create and oversee processes to ensure prospective online students have a smooth experience from prospective student to first day of class
- General advising for current and future online students via telephone and email
- Coordinate with Admissions Office to ensure a unified approach to online student admissions and contacts
- Coordinate with Office of Student Success to retain and to increase hours sold to current online students

Boyce College Online

- Schedule BCO appointments for Director of Distance Education
- Schedule online faculty training sessions and orientation meetings
- Assist in the scheduling and coordination of the recording of lectures for online courses
- Serve as assistant in all Boyce Online courses to assist students, instructors and Garrett Fellows
 - Academic Records regarding course rotations, scheduling, online course registration, exception petitions
 - Center for Student Success and Academic Advising for online student course planning
 - Campus Technology regarding technology issues related to online faculty and students
 - Southern Productions regarding recording for the online courses, studio schedule
 - Academic Administration and Boyce College in creating online assistant payments

- Human Resources in processing new adjunct faculty
- Communicate with online faculty regarding scheduling and semester course preparation
- Maintain and update online course registration reports and related statistics
- Prepare and enter program assessment reports into assessment reporting software
- Assist in the preparation of program assessment reports
- Prepare payment for online faculty
- Work with Office of Enrollment Management to attract and to enroll increasing numbers of online students
- Work with the Office of Student Success to retain and to increase hours sold to current on line students

Performs other duties as may be assigned by supervisor.

EDUCATION:

The person in this position is not required to have formal education beyond high school, though college background in business or related human services would be helpful.

EXPERIENCE:

The ideal candidate will enjoy working with administrative details. This person will have experience coordinating multiple tasks at once while emphasizing a people-first mentality. This person should possess strong oral and written communication skills. A proven ability to network among departments and personnel within a department for the benefit of the organization will be very helpful.

SUPERVISION:

The person in this position will supervise no one.

The person in this position will report to the Director of Distance Education.

WORK ENVIRONMENT:

The person in this position will work in a standard office setting, typically sitting at a desk or table, intermittently standing or stooping, lifting objects less than 25 pounds.

EQUIPMENT:

The person in this position will use the following equipment: copy/fax/scanner and computer, with proficiency in word processing and spreadsheet software.