

The Southern Baptist



Theological Seminary

Position Description

Position Title: Administrative Assistant for Student Life

Department: Student Life

Position Code: L1102

Date Prepared: 5/25/17

FLSA Status: Exempt Non-Exempt

Full Time: Yes No

JOB SUMMARY:

The Administrative Assistant for Student Life serves the Student Life office by providing secretarial support for the Women's Ministry Coordinator and the Dean of Students.

ESSENTIAL JOB FUNCTIONS:

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

- Act as receptionist for the Dean of Students and the Student Life office
- Serve as the first point of contact for students, staff and faculty seeking assistance
- Prepare and receive correspondence and communication as needed by office staff
- Manage Student Life online services and communication, including the Front Page email, SBTS List, SBTS Women Only Facebook page, Women at Southern social media, and the Women at Southern webpages
- Assist the Women's Ministry Coordinator with coordinating all Student Life events
- Assist with coordinating weekly Men and Women of the Word meetings
- Oversee requests from external agencies including background check requests, counseling referrals, and hallway table requests
- Organize and maintain necessary supplies for the Student Life office
- Maintain appointment calendar for the Dean of Students
- Book travel for the Dean of Students
- Prioritize and forward calls to the Dean of Students
- Maintain and reconcile the Student Life Procurement card and submit reimbursement requests for the Dean of Students
- Perform other duties as may be assigned by the Women's Ministry Coordinator or the Dean of Students

EDUCATION:

The person in this position must hold at least a Bachelor's degree.

EXPERIENCE:

The person in this position should demonstrate administrative skills including computer literacy, attention to detail, and a good grasp of grammar and proofreading. The Administrative Assistant for Student Life must also demonstrate skill in interpersonal interaction.

SUPERVISION:

The person in this position will supervise no one.

The person in this position will report to the Women's Ministry Coordinator and the Dean of Students.

WORK ENVIRONMENT:

The person in this position in a standard office environment and various locations used for student events, both indoors and outdoors.

EQUIPMENT:

The person in this position will use the following equipment: computer, telephone, Microsoft Office Suite, Jenzabar, varied computer software and other general office equipment.