

# The Southern Baptist Theological Seminary

## Position Description

**Position Title:** Administrative Assistant-President's Office

**Department:** Office of the President

**Position Code:** L1100

**Date Prepared:** 4/30/15

**FLSA Status:**  Exempt  Non-Exempt

Full Time: Yes  No

---

### **JOB SUMMARY:**

The Administrative Assistant serves an important role in helping plan and coordinate key events hosted by the Office of the President.

### **ESSENTIAL JOB FUNCTIONS:**

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

- Maintain spring and fall chapel schedules
- Maintain annual lectureship schedules
- Maintain communication with chapel speakers such as invitation and confirmation letters, expense forms and special needs
- Set up lodging, transportation and luncheons for speakers
- Create itinerary for speaker visits
- Coordinate chapel bulletin with the Billy Graham School and Copy Center
- Prepare chapel notebooks for presiding minister and chapel speaker
- Assist in the setup of the Green Room
- Responsible for speaker gift bags
- Prepare for the biannual meeting of the Board of Trustees
- Coordinate the regular meetings of the Executive Cabinet including maintaining communication with Cabinet assistants for cabinet calendar and attendance, making reservations for luncheons with Pioneer Catering and Campus Events, compile agenda and folders prior to meeting for the President, and type and distribute Cabinet notes following meetings
- Ensure that proper paperwork is filled out for various event needs including, but not limited to, all events sponsored by the President's Office and/or hosted by the President/President's wife
- Answer telephone lines as needed and record all messages
- Serve as receptionist as needed to cover desk during the receptionist's lunch break and other times of busyness
- Transcribe The Briefing and other recorded messages
- Assist both the President's wife and VP/Chief of Staff with tasks as needed
- Process all contracts, Recommendation for Actions forms, and PAF's

Performs other duties as may be assigned by supervisor.

**EDUCATION:**

The person in this position should have a minimum of a Bachelor's degree.

**EXPERIENCE:**

The person in this position should have previous administrative work experience with high level management or executives. Experience in event planning is also highly desired.

**SUPERVISION:**

The person in this position will supervise no one.

The person in this position will report to the VP/Chief of Staff and the President.

**WORK ENVIRONMENT:**

The person in this position will work in a standard office environment

**EQUIPMENT:**

The person in this position will use the following equipment: standard office equipment.