



UNION PRESBYTERIAN SEMINARY

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT/ADMISSIONS OFFICE

PURPOSE:

The primary responsibilities of the Administrative Assistant are to provide secretarial and reception services for the Admissions Department.

JOB RELATIONSHIPS:

The Administrative Assistant works with and at the direction of the Director of Enrollment Management and the Director of Admissions.

The Administrative Assistant will work with other members of the staff, including the Dean of Students, Director of Student Life, the Admissions Specialist, students as needed, and others from time to time to ensure the smooth and efficient functioning of the office.

RESPONSIBILITIES AND DUTIES:

- Type correspondence for the Dean of Students, Director of Enrollment Management, and Director of Admissions;
- Maintain necessary correspondence files;
- Type and prepare other forms, documents, and informational material as needed;
- File expense reports, budget reports, and reimbursement requests for the Directors as requested;
- Update Admissions website pages;
- Answer the telephone for the Admissions Director and Dean; take basic information from Inquirers as needed; answer questions, or refer requests for information to the appropriate person, about programs;
- Greet visitors to the Admissions Office, acting as receptionist, and assist campus visitors as needed;
- Arrange individual campus visits;
- Assist Admissions Director in planning and carrying out D4D in Richmond and Charlotte;
- Separate and sort the mail;

- Prepare and send out Batch Mailings and other special bulk mailings;
- Manage a list of presbytery meetings, college days, career days, recruitment fairs, and other such events, and arrange travel plans and schedules for recruiters to such events;
- Maintain the general neatness and upkeep of the office;
- Maintain stock of office supplies, informational materials, and promotional materials, ordering and reordering as needed;
- Set up and monitor registration systems for Admissions and Student Life events; and
- Perform other duties as requested by the Director.

KNOWLEDGE, SKILLS, AND COMMITMENTS:

The individual holding this position should have some college and the following:

- Exceptional people skills, including the ability to discern when deeper conversation may be helpful, and to make initial assessments of personality traits;
- Ability to work effectively with other members of the staff;
- Strong attention to detail;
- Ability to set priorities and manage multiple tasks;
- Strong experience in Microsoft Office at a minimum, PowerCampus experience a plus.

POSITION CLASSIFICATION:

- Regular, fulltime, benefit eligible position
- Non-exempt (eligible for overtime)
- Office environment
- Normal hours are 8:30 A.M. to 5 P.M., Monday through Friday