



## Corban University Position Description

### Administrative Assistant – Information Systems

*Application instructions at end of document*

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DEPARTMENT:	University Information Systems
REPORTS TO:	Chief Information Officer
SUPERVISES:	None
FLSA STATUS:	Part time (13hrs/wk)/Non-Exempt
REVISED:	August 2014

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**MISSION:** To educate Christians who will make a difference in the world for Jesus Christ.

**SUMMARY:** The Administrative Assistant - Information Systems, under the direction of Chief Information Officer, is responsible for supporting the Information Systems staff by answering and routing all calls, emails and walk-ins from Corban University students, faculty and staff and entering requests into the Corban University online support system, and providing first-level support to troubleshoot, identify, resolve, and report computer and network problems.

#### ESSENTIAL FUNCTIONS:

- Provides frontline clerical duties including filing, answering multi-line phones.
- Provide customer service in-person, over the phone and via email regarding technical service requests to students, faculty and staff.
- Identify and report technical problems using the Corban University online support system.
- Provide first level troubleshooting and technical assistance when requested.
- Directs individuals to appropriate I.T. personnel to resolve technical needs.
- Maintain and order office supplies.
- Record messages and schedule meetings and room reservations as requested.
- Participate in special projects as requested by the Chief Information Office or other Information Systems staff members
- Other duties as assigned.

#### KNOWLEDGE, SKILLS & ABILITIES:

- Basic computer skills, Microsoft Office Word, Outlook Calendar, Excel.
- Ability to operate basic office equipment to conduct scanning, faxing, photocopying, etc.
- Reasoning abilities; Ability to collect data, define problems and, draw valid conclusions to interpret a viable solution.
- Language Skills; Strong, clear written and verbal communication skills.
- Mathematical skills; Ability to perform basic math routines using whole number, fractions and decimals.

#### QUALIFICATIONS & REQUIREMENTS:

- Associate's Degree (A.A.) and or equivalent combination of education and front office experience.
- Evangelical Christian commitment and lifestyle consistent with the university's mission as described in our Statement of Faith
- Candidates should value an environment that reflects the diversity of God's kingdom, engages in global concerns and connects culturally.



**WORKING CONDITIONS:** Busy office environment that often requires multi-tasking with extensive contact with faculty, staff and students. Occasional heavy lifting (50lbs.)

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*Corban University is a private, co-educational, university of liberal arts, ministry and professional studies with a mission to educate Christians who will make a difference in the world for Jesus Christ. All employees are expected to model servant leadership to customers, including other employees, students and the public. Corban values and encourages qualified applicants who are diverse in gender, generation, ethnicity, race and/or ability, and seeks candidates who will interact with the Corban community in a way that reflects a commitment to cultural proficiency. Where permitted by law and consistent with the school's history, mission and core values, Corban exercises religious preference throughout the University. Candidates must have a personal relationship with Jesus Christ, evidence a mature Christian faith and be an active member in a local church as outlined in the Employee Handbook.*

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### ***To Apply***

#### **Interested Candidates please submit the following:**

- A cover letter of expressed interest
- Resume
- Brief testimony
- Completed Corban staff application (found on our website: [www.corban.edu/employment](http://www.corban.edu/employment))

Send or email to:  
Corban University  
Department of Human Resources  
5000 Deer Park Drive SE  
Salem, OR 97317  
[jobs@corban.edu](mailto:jobs@corban.edu)  
FAX: 503.585.4316