



Corban University
Position Description

Administrative Assistant - Faculty Support

DEPARTMENT: School of Ministry/School of Education and Counseling
REPORTS TO: Dean of School of Ministry/Dean of School of Education and Counseling
SUPERVISES: N/A
FLSA STATUS: Part Time/Non-Exempt
REVISED: September 2014

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

SUMMARY: The Administrative Assistant - Faculty Support position provides administrative support for events and major projects for the School of Ministry and the School of Education and Counseling.

ESSENTIAL FUNCTIONS:

School of Ministry

Provide administrative support for School of Ministry which includes:

- Assist with administrative admittance process for ministry majors
- Communicate with current ministry graduate students including updates on degree progress
- Provide weekly updates to online and on-campus ministry graduate students
- Input student assessment information into TK20
- Assist with planning and execution of special events including Student Ministry Banquet, World Outreach Week, ministry training meetings and others.
- Provide administrative support for School of Ministry initiatives such as Africa Training Partnership, Summer of Service, Logos Mobile Education, Kairos, and work with Bellevue administrative staff on Mars Hill Bible Certificate
- Perform other duties as assigned

School of Education and Counseling

Provide administrative support for the School of Education and Counseling which includes:

Education

- Manage the education budget, tracking expenditures, and submitting check requests and expenditure reports to the financial services office
- Attend and take minutes for CEP meetings, CEC meetings, and Consortium meetings



- Serve as Consortium Secretary, working in conjunction with the Consortium Chair and Dean to update the roster, and communicate with Consortium members
- Work with Aramark services and Campus Events Office to coordinate education events including Student Teaching Orientation (fall and spring), Cooperating Teacher Dessert (fall and spring), Consortium Meetings (3 days), supervisor trainings, and other events as assigned
- Work with MARCOM to facilitate faculty project requests including program handbooks, brochures, and printing of forms
- Perform additional duties as assigned

Counseling

- Manage the counseling budget, tracking expenditures, and submitting check requests and expenditure reports to the financial services office
- Work with Aramark services and Campus Events Office to coordinate counseling events including Orientation (August), supervisor trainings, and other events as assigned
- Work with MARCOM to facilitate faculty project requests including program handbooks, brochures, and printing of forms
- Perform additional duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to anticipate needs and be a self-starter
- Ability to read, analyze and interpret common legal documents
- Ability to respond to common inquiries or problem-solve
- Ability to present information effectively to public and/or on-campus groups
- Strong written and verbal communication skills
- Strong interpersonal and teamwork skills
- Strong leadership, office and time management skills with demonstrated administrated experience
- Excellent computer skills and experience with Outlook, WORD, PowerPoint, Publisher and EXCEL
- Knowledge of basic math routine; able to compute routine formulas (percentages, interest, etc.); able to apply concepts of basic algebra and geometry

QUALIFICATIONS AND REQUIREMENTS:

- Associates Degree or minimum of 2 years office administration experience
- At least 2 years of experience in dealing effectively with people in scheduling, budgeting, and advising
- At least 2 years of experience in organizing events



- 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
- Candidates must have a personal relationship with Jesus Christ and evidence a mature Christian faith, be in agreement with the University's statement of faith, be committed to the integration of biblical principles in instruction and be willing to invest themselves in the development of staff and students. Candidate should also evidence good relational skills necessary to function effectively on a department team

WORKING CONDITIONS:

- Traditional office environment
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

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.

Application process on following page



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)

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