GORDON COLLEGE

Position Description

Title: Administrative Assistant for the Division of Education

Function: Under the direction of the Graduate Education Administrative Supervisor and the Division of Education Program Administrator, the Administrative Assistant supports the administrative operations of the Division of Education and Graduate Education.

Description of Duties and Tasks:

Essential Responsibilities:
1. Provides administrative assistance for various aspects of existing and new graduate programs, data entry, general office visits by new students, current graduate students, and graduate faculty. Supports graduate faculty and students with queries, problem-solving, instructional materials, photocopying and classroom set-up.

2. Provides administrative assistance for various aspects of the Division of Education including: requisitions, travel reimbursements, syllabi collection, supply orders, mailings, building and copier maintenance requests, meeting set-up, practicum materials preparation, and mail distribution.

3. Maintains and updates educational information for the Division of Education:
   a. schedules and information on the web
   b. newsletters
   c. handbooks/manuals/calendars

   a. Application processing
   b. Ongoing student and adjunct communication with event details
   c. Regalia distribution
   d. Set-up Grad Ed

Required Knowledge, Skills, and Abilities:
In order to fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities; or demonstrate that the major responsibilities of the job
can be accomplished, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.

2. Proficiency in standard office systems and technologies including Word (mail merges, labels, etc.) and Excel (charts & graphs, calculations, data entry, etc.)

3. Strong oral and written communication skills, including the ability to occasionally speak in public.

4. Ability to relate in a courteous and professional manner with students, faculty, and staff at all levels of the college community.

5. Excellent organizational skills and experience to be able to engage in and track communications with staff, faculty, adjuncts, students and across departments.

6. Ability to work independently with minimal direct supervision.

7. Experience and/or familiarity with public school educational systems preferred.

Position Code: ADMAST - 1
Grade: 3
FLSA Status: Non-exempt