**GORDON COLLEGE**

*Position Description*

**Job Title:** Administrative Assistant  
Department Structure: Academics / Academic Initiatives and Global Education/Global and Experiential Learning Office  
Reports to: Director of Global and Experiential Learning Office  
Annual Commitment: 48 weeks (Approx. July 15 – June 15)  
Weekly Commitment: 20 hours per week; approximately 960 hours/year

**Function**  
Under the direction of the Director of Global and Experiential Learning Office, the *Administrative Assistant* works daily with the professional staff in Global and Experiential Learning Office and Extended Learning to accomplish the following tasks:

**Administrative Tasks and Office Support:**
- Receives visitors to office, answers phones, and responds to general Global and Experiential Learning inquiries, including communication with current and potential community partners.
- Assists in scheduling appointments for the Director of Global and Experiential Learning Office, Coordinator of Experiential Learning Programs, Global Engagement Faculty Member, and Local Engagement Faculty Member.
- Works with the travel agent to arrange student travel to Orvieto program.
- Maintains, organizes and restocks office space and supplies via appropriate processes.
- Assists in editing and sending routine correspondence (e.g., emails, letters, memoranda, reports, etc.) and presentation materials.
- Arranges and attends staff meetings; maintains agenda and meeting notes for office records.
- Prepares registration information for CISI travel insurance for students traveling abroad.
- As needed, supports the Program Administrator for Extended Learning in reviewing and editing related academic catalog text.
- Utilizes 25Live Scheduling for scheduling 4 minivans for academic service learning and local engagement efforts.
- Supports the Experiential Learning Programs Coordinator in scheduling community partner and academic service learning interns.
- Assists Program Administrator in tracking and collecting summer term enrollment, contracts, syllabi, and course scheduling information.
- Assists Program Administrator in timely submission of Extended Learning payroll forms.
- Reports Extended Learning program enrollment to Student Financial Services and Registrar.

**Applications Process:**
- Maintains familiarity with online applications system (Symplicity Horizons) in order to assist with student inquiries.
- Supports the facilitation of student application processes and track application materials, for programs such as study abroad, international seminars, dual enrollment, Gordon Plus, and independent/guided studies.
**Program Promotion:**
- Assists in maintaining accurate web copy for office webpages.
- Communicates to campus groups regarding deadlines, information sessions, and special events for the office.
- Creates and disseminates informational emails.
- Coordinates reservations and scheduling of campus resources for various office events.

**Additional Tasks**
- Performs additional tasks as requested by the Program Administrator for Extended Learning and the Director of Global and Experiential Learning Office.

**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 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. Demonstrates tactfulness, courteousness, judgement, and confidentiality.
3. BA/BS is required. Experience working in higher education is preferred.
4. Task-oriented, organized, and cross-culturally aware.
5. Excellent computer skills on both Mac and PC, including proficiency in Microsoft Office (including: Word, Excel, Power Point, etc.).

Position Code:
Grade:
FLSA Status: