Title: Administrative Assistant – Chaplain

Function: under the direction of the Chaplain, administers a wide variety of assigned tasks in the Office of the Chapel and assists the Chapel Staff in the organization and implementation of programs that reflect and realize the values and objectives of the College.

Description of Duties and Tasks:

Essential responsibilities
1. Employs tact, sensitivity, initiative, and discretion as a representative of the Chapel Office, its programs and the college when interacting with students, faculty, staff and off-campus contacts by phone, email and in person.
2. Oversees chapel attendance records including collection of data, manual data entry, scanner-downloads, and maintenance of handheld scanners. Assists Chaplain supervision of student Christian Life and Worship Credit; running default reports, communicating with students and monitoring probation/suspension status.
3. Recruits, trains, and supervises Chapel Checkers; maintains scheduling and student payroll documents.
4. Provides administrative support to the Chaplain; maintains appointment schedule and collects information needed for meetings and appointments, provides support for events sponsored by the Chaplain.
5. Supports the Director of Worship in implementation and promotion of chapels, alternative chapels, and special events, communicating with auxiliary services, design center, physical plant and other departments as needed.
6. Provides administrative support to the Director of Missions in trip planning and implementation, processes payments and donations, compiles emergency documentation and itineraries, orders insurance.
7. Assists the Director for Spiritual Formation in the organization of annual GCSM events, Wood Fellows, SEALED Leadership Conference and retreats.
8. Corresponds with chapel speakers, assisting with travel, meal and housing arrangements, payment, and permissions.
9. Processes office expenses and administers payment including petty cash vouchers, check requisitions, church billing, credit card tracking and purchase orders. Maintains office supplies, monitors use and service of office machines.
10. Recruits, trains, and supervises student office workers to assist in alternative chapel application processing, chapel petition processing, data entry, publicity, reception and other tasks.
11. Oversees updates to chapel webpage and Facebook page, designs and sends weekly chapel schedule advertisements.
12. Receives visitors, screens telephone calls, distributes mail, maintains records and files. Answers questions and responds to inquiries as appropriate. Assists in hosting individuals or groups including greeting guests upon arrival, showing them to accommodations and accompanying them on campus.

13. Assists in the production of annual reports, program brochures and chapel schedules as directed.

14. Other tasks as assigned.

**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. Sound understanding of Christian faith, values, and practices, and a singular commitment thereto, thus supporting the work of the Chapel office in Advancing the Mission of God at Gordon College.

3. Detailed knowledge of the mission and philosophy of the college and Chapel Office, with the ability to support that mission constructively in the performance of duties.

4. Strong organizing, planning, and prioritizing skills for administrating the details of a number of concurrent and complex projects.

5. Strong secretarial, word processing, scheduling and computer skills, including use of email servers, web-browsers and layout programs (Microsoft Office).

6. Comfort with technological equipment and willingness to learn how to operate the computer, handheld scanners, fax, copier and printer and on-line budget and purchasing software.

7. Competency in communicating clearly in writing, public speaking and speech.

8. Ability to interact well with student, faculty, staff and off-campus contacts and to tactfully balance relational needs of students with administrative requirements of ongoing projects.

9. Skill in supervision and leadership of student workers interns and volunteers.

10. Ability to carefully maintain budgetary records.

11. Initiative to anticipate, attend to and complete cyclical projects and work well with minimum supervision.

12. An enthusiastic desire to support the work of the chapel office and student ministries.

13. College degree desired.

14. Three years of general office and secretarial experience preferred.

Position Code: CHA-ADMAST-1

Grade: 4
FLSA Status: Non-exempt