

BURMAN UNIVERSITY
JOB DESCRIPTION

JOB TITLE	Administrative Assistant
DEPARTMENT	Student Financial Services
CATEGORY	<input checked="" type="checkbox"/> Salary <input type="checkbox"/> Hourly Non-exempt
REMUNERATION SCALE	IC2
REPORTS TO	Director, Student Financial Services

POSITION SUMMARY

This position acts as first point of contact for Student Financial Services. Major responsibilities include clerical support to the Director and FAOs in the area of: rental property management, and scholarship verification/processing, daily A/R receipting, ordering and overseeing office supplies and paper for the university and the day-to-day operation of SFS.

ESSENTIAL JOB FUNCTIONS

- First point of contact for SFS in responding to general inquiries via in-person, email and phone.
- Providing clerical assistance to the Director and FAO in ensuring accuracy of and updating all financial information for the websites.
- Providing clerical assistance to the Director and FAO positions including data entry, report generation, and contacting/responding to students/families as directed.
- Providing clerical assistance with the scholarship program.
- Providing clerical assistance for the non-dormitory housing units tenancy and maintenance.
- Providing clerical assistance in managing the ‘deposit’ accounts: housing and dormitory.
- Ensuring accuracy in A/R receipting of payments of various methods.
- Assist Director in ordering of office supplies, paper and managing of the in-house campus store.
- Take and produce ID cards.
- Assist the Director and FAOs in responding to SFS email inquiries.
- Oversee office file management.
- Other clerical duties as assigned by the Director.

JOB STANDARDS AND REQUIREMENTS

EDUCATION/TRAINING

- Two years related post-secondary training desired.

EXPERIENCE

- Two to three years related experience

SKILLS

- Superior ability to navigate Microsoft Office programs with an emphasis on Excel and Word
- Exceptional ability to professionally communicate in written and verbal forms
- Ability to quickly and accurately process detailed work.
- Ability to multi-task while managing large volumes of requests during peak seasons.
- Ability to effectively handle sensitive information using discretion.
- A proficiency at working independently using initiative to prioritize and complete duties and workload efficiently in a multi-tasking team-based environment.

PERSONAL

- Enjoy working with an established team and contributing to the “team” spirit within the entire Finance Department.
- Enjoy a fast-paced work environment with a variety of job demands including face-to-face, electronic and telephone interactions with students, parents and internal staff.
- Exhibiting a curiosity leading to life-long learning.
- Exhibiting a positive and welcoming spirit.
- A member of the Seventh-day Adventist Church.
- Dedication to provide excellence in Seventh-day Adventist education through support of the vision and mission of Burman University.