

BURMAN UNIVERSITY  
**JOB DESCRIPTION**

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| <b>JOB TITLE</b>         | Administrative Assistant   |
| <b>DEPARTMENT</b>        | School of Education  |
| <b>CATEGORY</b>          | <input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Salary |
| <b>CLASSIFICATION</b>    | Individual Contributor I   |
| <b>REPORTS TO</b>        | Chair, Education Department  |
| <b>LAST REVISED DATE</b> | September 6, 2022  |

### **POSITION SUMMARY**

The Administrative Assistant will be responsible for providing administrative assistance to the Chair and office reception and management support for the School of Education. He/she is often the first point of contact for all incoming questions, concerns or inquiries from students, staff and community members.

### **ESSENTIAL JOB FUNCTIONS**

Provide Administrative Assistance to the Chair:

- Assist with communication for scheduling Teacher Preparation Council (TPC) and BEd Advisory Committee meetings.
- Take minutes for BEd Advisory Committee, and BEd Faculty meetings; distribute as needed.
- Assist with financial management – track GL accounts and maintain current budget information, prepare purchase orders and campus invoices.
- Assist with faculty load management.
- Assist in the preparation of contracts for course instructors as needed.
- Assist in the preparation of forms for BEd Field Trips as needed.
- Provide support for the Educators Guild events.
- Prepare materials for Endorsement visits etc.
- Other duties as required by the Chair.

Office Reception and Management for the School of Education:

- Maintain a welcoming, pleasant environment in the School of Education office.
- Facilitate communication with BEd candidates – distributing and receiving forms, references, etc., and maintaining confidentiality to protect candidate information.
- Problem solve needs of BEd candidates, referring them to advisors, instructors, the Chair, Certification Auditor or Field Experience Administrator as needed.
- Oversee classroom and building scheduling.
- Manage keys for the building.
- Maintain office and administrative supplies, ordering in advance as needed; manage service needs for the photocopier.
- Distribute mail.
- Supervise student office assistants.
- Facilitate communication and planning of all BEd events.

- Other duties as directed

## **JOB STANDARDS AND REQUIREMENTS**

### **Education/Training**

- Two years' post-secondary training

### **Experience**

- One year' related experience

### **SKILLS**

- Personable with excellent customer service skills including excellent telephone etiquette
- Ability to work in a team environment
- Able to work well under pressure
- Understand the importance of confidential information concerning students and others while maintaining a high degree of integrity and support
- Strong communication skills with ability to communicate effectively both verbally and in writing
- Excellent organizational skills
- Energetic, self-motivated, flexible, adaptable
- Able to prioritize tasks and implement projects
- Strong knowledge of general office procedures
- Proficiency in the full Microsoft Office Suite is required
- General mathematical and accounting skills

### **ADDITIONAL ATTRIBUTES**

- Professional, confidential, responsible, and a positive work attitude
- Dedicated and active member of the Seventh-day Adventist Church
- Passionate about Adventist education; supporting the vision and mission and procedures of Burman University

### **HOURS OF WORK**

- Maximum of 28 hours per week