

Job Description

Position Title:	Administrative Assistant		
Business Unit:	Education and Psychology	Status:	Part-time, Hourly 20 Hours per Week
Reporting to:	Chair, Education and Psychology	Salary Range:	18-\$21 Per Hour

Background:	<p><u>University Overview</u> Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution located in Johnson County, Texas. As the only four-year degree-granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service.</p> <p><u>University Vision</u> Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service.</p> <p><u>University Mission</u> The University's Mission statement is "Inspiring knowledge, faith, and service through Christ-centered education."</p>
Position:	<ul style="list-style-type: none"> Responsible for supporting and collaborating with the Education & Psychology Department Chair to organize and implement department projects, student records, communication, and departmental operations.
Responsibilities:	<p>General Office Management</p> <ul style="list-style-type: none"> Provide administrative support to Chair Greet visitors and answer department phones professionally. Manage office supplies and maintain workroom operations. Coordinate copier maintenance and supply requests. Provide administrative support to faculty at discretion of the chair Schedule meetings and maintain minutes. Maintain secure files and confidential records. <p>Student Records and Program Support</p> <ul style="list-style-type: none"> Maintain student records and tracking systems. Process applications and monitor completion of required documents for student admission to the Educator Prep Program. Track field-based experiences and placements. Coordinate admission interviews and related documentation. Assist with Texas Education Agency (TEA) compliance documentation and reporting.

	<p>Other Responsibilities</p> <ul style="list-style-type: none"> • Support department projects and initiatives. • Perform other duties as assigned. • Additional details provided by Chair. • Duties as assigned.
<p>Requirement:</p>	<p><u>Minimum</u></p> <ul style="list-style-type: none"> • Bachelor's degree preferred; one to three years of administrative experience preferred. Must be a member in good and regular standing of the Seventh-day Adventist Church.
<p>Knowledge, Skills & Abilities:</p>	<ul style="list-style-type: none"> • Strong communication, technology, organizational, customer service, problem-solving, and record-keeping skills. Ability to work independently and collaboratively while managing multiple priorities.
<p>Work Conditions & Environment:</p>	<p>Job Conditions:</p> <p>Occasional: Evening or weekend work may be required.</p> <p>Environment: Computer-based office environment.</p> <p>Work Hours: Approximately 20 hours per week.</p> <p>Physical Requirements: Must be able to lift and carry up to 20 lbs. and perform physical tasks such as sitting, walking, typing, and standing for extended periods if needed.</p> <p><i>The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.</i></p>
<p><i>This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.</i></p> <p>Southwestern Adventist University provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.</p> <p>This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.</p> <p>Southwestern Adventist University complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities.</p>	