

Job Description

Position Title:	Program Assistant		
Business Unit:	Department of Nursing	Status:	Temporary
Reporting to:	MSN Program Director	Salary Range:	\$20-\$23/ hour

Background:	<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. <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. <u>University Mission</u> The University's Mission statement is "Inspiring knowledge, faith, and service through Christ-centered education."
Position:	This position supports the Program Director in the coordination, management, and implementation of nursing program initiatives. Strong organizational, time-management, and task-management skills are essential.
Responsibilities:	<u>Administrative</u> - Support program and departmental staff with administrative and program management functions, including the preparation, review, processing, and maintenance of forms, correspondence, and other required documentation. - Engage in procurement of outcome evidence in support of program reporting and improvement. - Maintain a thorough understanding of departmental and program requirements, procedures, and implementation processes. - Collaborate with University departments and leadership to support program objectives, strengthen implementation processes, and achieve desired outcomes. - Support program staff with the coordination of travel to/from various meetings and offsite visits or events, including expense documentation and budget review. - Prepare, review, distribute, and maintain accurate records of meeting agendas, minutes, and related documentation. - Provide professional and courteous assistance to departmental and University guests, ensuring they are appropriately welcomed, directed, and supported as needed. - Coordinate the procurement and maintenance of office supplies and other departmental resources as needed to support efficient operations.

	<u>Student Worker Supervision:</u> This position assists the Program Director and departmental leadership with the coordination and oversight of student workers. Responsibilities include: ▪ Assist with providing day-to-day direction and support to student workers assigned to departmental programs, activities, and events. ▪ Coordinate and maintain student worker schedules to help ensure adequate office and campus coverage. ▪ Assist with coordinating student worker participation at on-campus and off-campus events throughout the academic year. ▪ Support the recruitment of student workers in accordance with university procedures. ▪ Assist with monitoring and reviewing student worker timecards for accuracy and timely submission for payroll processing. ▪ Serve as a resource to student workers regarding routine departmental procedures, schedules, assignments, and expectations. <u>Other Responsibilities</u> ▪ Duties as assigned
Requirements:	<u>Primary Requirement</u> Must have strongly expressed a commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church, be a member of the Seventh-day Adventist church in good and regular standing, and have a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere. <u>Other Requirements</u> ▪ Bachelor's degree preferred ▪ One to three years of relevant administrative or program support experience. ▪ Strong interpersonal, written and verbal communication skills ▪ Strong organizational and time-management skills with the ability to manage multiple priorities and deadlines. ▪ Proficiency in Microsoft Office applications, including Word, Excel, and Outlook. ▪ Strong attention to detail and accuracy. ▪ Ability to exercise professionalism, discretion, and sound judgment when handling confidential information. ▪ Ability to work independently and collaboratively in a fast-paced academic environment. ▪ Leadership or student worker coordination experience preferred. ▪ Ability to work flexible hours, including occasional evenings and special events, as needed. ▪ Multilingual skills are a plus.
Work Conditions & Environment:	Job Conditions: Primarily works in a professional office and academic environment with regular interaction with students, faculty, staff, and visitors. Requires frequent computer use, communication, scheduling, recordkeeping, and management of multiple priorities. Must be able to communicate effectively in English, both verbally and in writing. Occasional: May require occasional evening hours, campus travel, or participation in University and program-related events. Environment: Frequent: Indoor. Occasional: Outdoor, Wet/Dry Conditions, Cold/Heat Work Hours: 10-12 hour per week.

This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.

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