

BURMAN UNIVERSITY JOB DESCRIPTION

JOB TITLE	Administrative Assistant (Temporary)
DEPARTMENT	President's Office
CATEGORY	<input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Salary
REMUNERATION SCALE	IC2
REPORTS TO	University President
LAST REVISED	March 21, 2024

POSITION SUMMARY

Performs administrative and office support activities for the President. Responsibilities may include but not limited to screening calls; perform general office management, manage calendars and meetings, creates and updates internal directories and event arrangements; prepares reports and customer relations. Requires strong computer and Internet research skills, flexibility and excellent interpersonal skills. The ability to work well with all levels of internal management and staff, students and outside clients. The applicant must be sensitive to confidential matters, professional, responsible, energetic and have a positive work attitude.

ESSENTIAL JOB FUNCTIONS

- Represent the President by welcoming visitors, review correspondences; arrange functions; answer questions and meet requests directed to the President
- Make independent decisions regarding planning, organizing, and scheduling of work
- Provide general administrative duties
- Maintain a well-organized office
- Maintain up-to-date active and pending file system
- Coordinate booking of events
- Open/date incoming mail
- Maintain inventory
- Complete purchase orders as necessary and submit to accounting
- Organize and take minutes for committee meetings
- Coordinate and communicate committee memberships, in cooperation with the Faculty Nominating Committee, Staff Nominating Committee and Student Services
- Advise the University's Social Committee
- Serve on committees as requested and as approved by the President
- Provide administrative services for all Board of Trustees related matters
- Develop and recommend office procedures and systems for the President's office effective functioning
- Coordinate schedules/calendaring and keep the President's schedules
- Assist with departmental functions (orientation, parties, various functions)

- Assist in the preparation of newsletter by gathering information; preparing, editing articles and designing graphic presentation
- Prepare documentation and correspondences
- Maintain records and contacts information for key external constituencies including government officials and politicians at local, regional, provincial, and national levels
- Process confidential staff and student information
- Update annually, the final copy for the SDA Yearbook
- Complete the Annual NAD Secretary's Statistical Report as requested by the SDACC
- Update all internal directories
- Other duties may be assigned as required

JOB STANDARDS AND REQUIREMENTS

EDUCATION/TRAINING

- Two years' diploma or equivalent in Business Office Administration or related field, preferred

EXPERIENCE

- Two to three years related experience

SKILLS

- Personable with excellent customer service skills including outstanding telephone etiquette
- Ability to work in a team environment
- Able to work well under pressure
- Understand the importance of confidential information concerning staff and students while maintaining a high degree of integrity and support for Burman University
- Strong communication skills with ability to communicate effectively both verbally and in writing
- Superb organizational skills
- Able to prioritize tasks and implement projects
- Strong knowledge of general office procedures
- Proficient in computer programs such as Microsoft Office (Word, PowerPoint, Excel, Access)
- General mathematical and accounting skills
- First Aid Certification an asset

PERSONAL

- Confidential, professional, responsible, and a positive work attitude
- Ability to exert physical effort (light lifting may be required)
- Dedicated and active member of the Seventh-day Adventist Church
- Passionate about Adventist education supporting the vision and mission of Burman University

- Willing and able to enroll in specific courses and training required for this position
- Hold a valid Vehicle License or willingness and ability to obtain one

HOURS OF WORK

- Maximum of 38 hours per week
- Duration: Up to September 2024 with possible extension