

# Job Posting



Position	Department	Reports to
Administrative Assistant	School of Business	Dean, School of Business

Grace College and Seminary welcomes diversity, and makes employment opportunities available to all applicants and employees without regard to race, color, pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category.

## Scope of Responsibilities:

Provide administrative support to the Grace College School of Business (GCSB). The GCSB includes the operations of the Business Department, the Sport Management Department, the MBA Program and the Gordon Institute for Enterprise Development.

## General Responsibilities:

1. Provide administrative support primarily to the GCSB through clerical duties such as typing, filing, answering the phone, copying, and faxing.
2. Effectively interact with students, faculty, staff, Advisory Council members, and others who may come into contact with the GCSB to communicate essential information and coordinate various services, activities and meetings.
3. Record and type minutes for meetings and committees as assigned by the Business School Dean.
4. Oversee the timeliness and content of all GCSB related documents and web based outlets including promotional brochures, check sheets, academic catalog, course syllabi, Facebook page, newsletters and other pieces as needed.
5. Act as the Drupal manager and keep the GCSB Web site up to date and accurate.
6. Coordinate the annual multi-school Accounting Fair held in the fall semester.
7. Assist the School of Business Dean with all accreditation related work; especially the administration of annual surveys necessary for assessment, collection of data, editing self-study reports and coordinating site visits.
8. Assist in the scheduling of appointments, reservations, and arrangements for department faculty to attend seminars, meetings, and other events.
9. Assist the Dean of the School by tracking budgetary usage across all accounts.
10. Create and maintain the course schedules and Rotation Guides for submission to the Registrar's Office including scheduling classroom usage in the MOCC.
11. Sigma Beta Delta: Serve as the Grace College Chapter Secretary/Treasurer and coordinates all communication with the National Office for honor society related activities.
12. Work with the Dean of the GCSB to coordinate and utilize the Student Advisory Council.
13. Attend regular meetings of the Academic Operational Council (AOC) and perform duties as assigned by the Provost and the Provosts Executive Secretary.

## Other Responsibilities:

### Specifically in support of the William P. Gordon Institute for Enterprise Development (WPGIED):

1. Provide support to WPGIED in relation to the Kaufmann Foundation FastTrac program offerings. This would include but is not limited to promotional activities for the program as well as coordination of the facilities and all registration efforts and instructional material needs for participants.
2. Provide coordination of all parties (on and off campus) and support for the annual Business Plan Competition sponsored by the WPGIED. This would include scheduling meetings between student teams and SCORE representatives.
3. Provide support for the VITA program in coordination with the United Way of Kosciusko County.

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4. Provide support and coordination for the Annual Executive Forum in relation to facilities, food, promotion and registration.
5. Direct the activities of student workers hired in support of GCSB activities and initiatives who are not supporting specific faculty as grading assistants.

## **Additional Responsibilities:**

1. Provide support for classroom and instructional needs.
2. Order text books and other program-related materials.
3. Assist with student questions.
4. Collect and send faculty mail.
5. Other miscellaneous institutionally-related duties as assigned when workload permits with permission of the Dean of the School of Business.

## **Qualifications:**

### **Minimum:**

1. High school diploma/GED.
2. Two (2) years office experience.
3. Proficient in the written English language, punctuation, and spelling.
4. Proficient use of computer including a working knowledge of Microsoft Word, PowerPoint, and Excel programs, and Gmail.
5. Must be able to maintain a high level of accuracy and attention to detail.

### **Preferred:**

1. Bachelor's degree preferred
2. Three to five years of office experience.
3. Creative and innovative problem solving.
4. Newsletter and other layout experience.

**Status: Full Time; Non-Exempt**

**A completed employment application, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to [employment@grace.edu](mailto:employment@grace.edu).**

**Posted: 10-25-18**