

# Job Posting



| Position                 | Department    | Reports to                | FTE | FLSA Class |
|--------------------------|---------------|---------------------------|-----|------------|
| Administrative Assistant | Campus Safety | Director of Campus Safety | .25 | Non-Exempt |

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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 Director of Campus Safety and the campus safety team as it relates to the function of Citations and appeals, Parking permits, and Incident report management.

## General Responsibilities:

1. Assist with clerical and receptionist duties such as filing documents, purchasing supplies, processing reimbursement requests and reimbursements, reconcile monthly Elan and credit card purchases, connecting with physical plant, Student Affairs, and other campus entities as needed.
2. Assist with year-end and monthly reporting with regards to campus safety activities; such as jump starts, unlocks, Safe Rides, dorm unlock, and other tracking requests as needed.
3. Assist with the citation process through entry of citations, deliver of citation information to the business office, and connection with individual officers to ensure accuracy and timeliness,
4. Assist with the oversight and management of the citation appeals system on an ongoing basis, along with timely return of decisions to each individual through the campus post office.
5. Coordinate schedules with the Director of Campus Safety, for the purpose of appointments, one-on-ones, and interviews.
6. Assist as needed with the student worker hiring process, to include delivery of completed forms, tracking of needed forms and information, as well as a continued update of the hiring process to the Director of Campus Safety as needed.
7. Monitor web and portal content for accuracy; coordinate efforts for updating electronic communications including the portal and Grace website specific to Campus Safety: to include information about the parking permit system and parking regulations, Title IX information, the citation appeal system, and other brochures and items posted.
8. Manage print communications for Campus Safety, including Citation appeals, parking permits, Title IX and other print media and brochures. Coordinate efforts for updating print communication as needed for Campus Safety.
9. Perform other duties as assigned.
10. Engage customers, students, parents and Grace employees in a friendly and professional manner.
11. Maintain confidentiality in all areas of knowledge.
12. Complete all work assignments in order to maintain operational efficiency.

## Other responsibilities:

1. Attend all departmental and institutional meetings as required.
2. Review all college campus safety reports and records.
3. Perform all duties of a Campus Safety Administrative Assistant as required.
4. Assist in other duties as assigned by the Director of Campus Safety.

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## Qualifications:

### Minimum:

1. 2 years college experience in a related field.
2. 2-3 years of experience in an administrative position or customer service profession.
3. Excellent verbal & written communication, well-spoken and approachable.
4. Strong Christian faith, commitment and volunteer service experience.
5. Working knowledge of Microsoft Excel, Word, PowerPoint, EX, and Google Mail.

### Preferred:

1. Bachelor's degree preferred.
2. 3-5 years' experience in related field.
3. Working knowledge of the Grace portal.

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

A completed employment application, resume, 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: 10/14/2024**