AUSTIN PRESBYTERIAN THEOLOGICAL SEMINARY

JOB TITLE: Administrative Assistant
DEPARTMENT: Admissions
REPORTS TO: Vice President for Admissions
FLSA STATUS: Non-Exempt
DIRECT REPORTS: Student workers

SUMMARY: The Administrative Assistant manages all aspects of the day to day operations and processing of admission applications, materials, reports, events, and in most situations is responsible for the first impression of the seminary to prospective students. The Administrative Assistant will also be the primary staff support for the Spanish-language Certificate in Ministry program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Receptionist/Public Relations
* Greet contacts in person, via phone, fax, e-mail, or letter
* Respond to initial inquiries for information about admission procedures, financial aid, degree programs, and certificate programs.

Enrollment/Database Management/Office Manager
* Process all inquiries
* Process to completion all applications for all degree programs, Special Student / Auditor applications and all certificate programs
* Prepare monthly agenda and minutes for Faculty Committee on Admissions meetings
* Process merit scholarship applications
* Prepare data/report for monthly admissions report
* Prepare special student registration information
* Assist Director of Financial Aid as needed
* Manage/upload information on the Admissions Portal and the online Admissions calendar

Events Coordinator/Project Management
* Coordinate campus visits for prospective students and related visitors
* Coordinate arrangements for Discovery Weekends
* Coordinate recruitment schedules and opportunities

Secretary
* Schedule appointments
* Prepare correspondence
* Process mail
* Maintain files

Supervisor/Trainer
* Train, supervise, schedule student assistants to assist with office responsibilities
* Be point of contact for applicants/students in the Spanish-language Certificate in Ministry program. Process applications, conduct admission interviews, maintain registration, and trouble-shoot questions as liaison between students and staff.
MINIMUM QUALIFICATIONS

Education: High School education or equivalent; some business school or college preferred.

Certifications/Training: None.

Experience: 3 to 5+ years in office environment, office management and customer service skills helpful.

Special Requirements/Skills: Commitment to being a team player.
Fluency in Spanish and English
Strong oral and written communication skills.
Strong customer service and interpersonal skills.
Basic knowledge of and ability to utilize computers/software, including Windows and various word processing, spreadsheet, and database programs.
Ability to use discretion and maintain confidentiality.
Ability to organize and prioritize work.
Agility in multi-tasking.
Ability to analyze and summarize data in a clear and concise manner.
Ability to make decisions based on incomplete or imperfect information.
Maintains a bias toward action.

PHYSICAL DEMANDS: The physical demands 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 essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or listen, and is occasionally required to stand, walk, reach using hands and arms, and lift boxes of up to 20 pounds.

Disclaimer: The statements herein are intended to describe the general nature and level of work being performed by the incumbent in this position, and assist in evaluating this job fairly and equitably. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. Management may change the duties and responsibilities at their sole discretion, and may request the employee perform duties not listed on the job description. This job description is not a “contract” between the incumbent and the employer.

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

Human Resources: ______________________ Date: _______________________

Amended 5/27/15