

Administrative Assistant for the Office of Student Development



Position	
Title: Administrative Assistant for the Office of Student Development	Date: 04/05/2021
Department/Area: Office for Student Development	
Reports To: Vice President of Student Services	
Employee Classification: Full-time Hourly, Exempt	
Primary Function/Purpose:	
<p>This position provides administrative support to the Office of Student Development as needed, including the Vice President for Student Development, Associate Deans and the Residence Hall program. Also, support is provided to the Residence Hall Directors and Resident Assistants to assist them with their jobs and to aid them in any and all responsibilities. Another major function is helping students to understand and submit to the rules and regulations of the institution by responding to their questions and concerns.</p>	
Essential Responsibilities:	
<p>Fulfill various administrative support needs in OSD</p> <ul style="list-style-type: none"> ▪ Coordinate schedules for the Vice President for Student Development and the Associate Deans. ▪ Provide customer service for OSD by answering phones and providing appropriate follow through with requests within and outside of the organization ▪ Maintain records of chapel attendance, monitor, and report updates for students ▪ Track points, fines, and correspond with students regarding fines ▪ Update student photo directory ▪ Organize student guest housing ▪ Create and distribute student ID cards and dorm access fobs ▪ Order office supplies ▪ Produce reports for members within and outside of the department ▪ Keep records and notes for biweekly interdepartmental logistics meetings <p>Assist the Deans in the Resident Hall program as necessary</p> <ul style="list-style-type: none"> ▪ Record and maintain notes for OSD meetings, Resident Director meetings ▪ Provide meeting agendas where appropriate ▪ Correspond with Resident Directors, Deans, and others after meetings when needed ▪ Maintains RA and RD contracts ▪ Evaluate Student Handbook and other supporting documents as needed in order to keep policies up to date, both in print and on the website 	

Assist with reconciling credit cards, expense reimbursements, invoices, and Aladdin billing
Assist with planning and execution of Welcome Weekend and other events within OSD
Organize and provide follow up administration for any disciplinary actions

- Assist with development of Student Affairs Board (SAB) members
- Schedule SAB when necessary
- Develop citizenship contracts in cooperation with deans
- Manage withdrawal and dismissal paperwork

Coordinate student guest housing

- Respond to all requests for guest housing
- Collect payments from student host
- Provide Resident Directors with guest housing funds as requested

Collaborate with other members of OSD in planning projects
Performs other duties as assigned
Maintains confidentiality in all areas of responsibility

Qualifications:

- Bachelor's degree and 1-3 year(s) and 1-year office experience; or equivalent combination of education and experience.
- Knowledge of Windows, Power Point, Word and Excel or similar programs required.
- Complete support of and willing adherence to Clarks Summit University's Standard of Conduct and Confession of Faith. Applicant must hold these standards as his/her own

Language Skills:

Ability to read, analyze, and interpret instructions, reports, and correspondence. Ability to write reports, correspondence, and process feedback. Ability to effectively present information and respond to questions from groups of students or individuals. Ability to effectively communicate information one-on-one and in group situations to other employees, students, and/or prospective students.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Required Personal Attributes:

- **Conscientiousness**
 - Displays a professional image at all times, even when facing significant job challenges.
 - Delivers on commitments made to others.
 - Takes ownership for resolving problems rather than allowing them to persist.
 - Displays positive “Can Do” attitude.
- **Flexibility**
 - Adapts quickly to changing situations. This includes last minute changes and disruptions to schedule.
 - Is receptive to new information, ideas, or strategies to achieve organization’s goals.
- **Influencing/Negotiating**
 - Anticipates potential reactions, or concerns of students and takes initiative to address them.
 - Uses compelling information/statistics to effectively communicate course materials.
 - Builds ownership for new initiatives, or changes by involving those responsible for implementation in planning the details.
- **Integrity/Honesty**
 - Avoids any action, or situation that would give the appearance of unethical, or inappropriate behavior.
 - Demonstrates the courage to do the right thing in difficult situations.
 - Holds self and others accountable for meeting high standards of the organization's integrity.
 - Leads by example through modeling ethical practices and standards.
- **Sensitivity**
 - Treats others with respect, fairness, and consistency (e.g., listen to, respect others' views, and ideas).
 - Demonstrates empathy and understanding when addressing sensitive issues with others.
 - At times the instructor will be privileged to information that should not be shared and must maintain confidentiality.
- **Organizational Skills**
 - Demonstrates initiative for completing work and improving program.
 - Organizes, manages, and takes responsibility for class developments.
- **Verbal Communication**
 - Adjusts communication style and language to most effectively connect with different/diverse audiences and individuals.
 - Follows through with the students to ensure that important information has been understood.
 - Communicates information concisely and clearly.
 - Explains complex concepts clearly.
 - Maintains frequent contact with students to keep them informed about important changes.
 - Ability to communicate professionally with all students.
- **Other Interpersonal Skills**
 - High-level of effective interpersonal communication skills, both written and verbal plus organization and presentation skills.
 - Cultivates strong working relationship with employees and students.
 - Strong desire to be a part of a University with our value of Preparing Christ-Centered, Career-Ready Graduates.

Acknowledgement:

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned.

Acceptance:

I have read this job description, understand, and accept these duties, and agree to carry out the assigned duties to the best of my abilities in the best interest of Clarks Summit University and my fellow coworkers. I have also read, understand, and will, to the best of my abilities, follow and adhere to the Clarks Summit University management structure, Clarks Summit University's mission, and Clarks Summit University's policies. I will respect those above and under my leadership according to Clarks Summit University Code of Conduct, Code of Ethics, and Doctrinal Statement.

Employee:

Direct Manager:

Signature/Date:

Signature/Date:

Physical Requirements / Environmental Conditions

How much on-the-job time is spent on the following physical activities? Show the time by checking the appropriate boxes below.

	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use hands to finger, handle or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach with hands and arms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch or crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does this job have any special vision requirements? Check all that apply.

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements

Make notes on the specific job duties that require the physical demands selected above.

Work Environment

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How much noise is typical for the work environment of this job? Check the appropriate level below.

- Very quiet conditions (examples: forest trail, isolation booth for hearing test)
- Quiet conditions (examples: library, private office)
- Moderate Noise (examples: business office with computers and printers, light traffic)
- Loud noise (examples: metal can manufacturing department, large earth-moving equipment)
- Very loud noise (examples: jack hammer work, front row at rock concert)

Make notes on the specific job duties that are affected by the environmental conditions selected above.

Additional Information: Include any other information that will aid in the preparation of an accurate description of this job.

