JOB TITLE: Assistant to the Director of The ACTS Group
DEPARTMENT: Office of the President
SUPERVISOR: Director of The ACTS Group
FLSA STATUS: Non-exempt

MAJOR PURPOSE
To support the Director of The ACTS Group in the general management of The ACTS Group, as a coordinator for special projects, program development, human resource management, and communications.

PERFORMANCE MEASUREMENTS
- Coordinate the office functions for the Director of The ACTS Group, including greeting and directing appointments, handling and referring phone calls, opening and distributing mail, coordinating travel arrangements, word processing, and other office support services.
- Manage the financial transactions for The ACTS Group, including maintaining appropriate financial records and preparing periodic reports as required.
- Prepare expense reports and mileage reimbursements for the Director of The ACTS Group.
- Synthesize and summarize information for The ACTS Group to facilitate decision-making and prepare informational materials to foster communication between The ACTS Group, the University and community agencies.
- Work with appropriate University offices as a liaison, obtain information and direction, and to maintain communication and coordination.
- Coordinate and manage special projects as assigned to meet the needs of The ACTS Group and the University.
- Arrange for facilities, food and beverage service, and related services for meetings and events sponsored by The ACTS Group.
- Draft correspondence as requested by the Director of The ACTS Group.
- Provide support as needed for meetings.
- Anticipate situations, problems, and issues that will arise in relation to The ACTS Group, either handling them personally or referring them to the appropriate person.
- Other duties as assigned.

QUALIFICATIONS
- Bachelor’s degree desired.
- 5 years relevant experience as an administrative assistant or office environment.
- Experience planning and implementing special events and activities a must.
- Excellent organizational, interpersonal and problem solving skills required.
- Strong writing and research skills, including facility with Internet research are essential.
- Ability to develop, implement, and interpret policies and procedures and effectively communicate sensitive information verbally and in writing to a diverse population.
- Good judgment, discretion, and ability to maintain confidences are necessary.
- The appropriate level proficiency with word processing and spreadsheet applications is needed.

WORKING ENVIRONMENT:
The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservations the William Jessup University doctrinal statement of personal Christian faith.
WORKING CONDITIONS:
Typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation is provided. Basketball court with hardwood floors/concrete floor warehouse and outdoor grassy areas.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION
While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 30 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

Employee Signature

Date