



Lincoln Christian UNIVERSITY

Administrative Assistant and Services Coordinator

Department: Student Services

Job Status: Full-Time, Non-exempt

Work Schedule: 40 Hours per Week, Monday-Friday,
8 a.m.- 5 p.m. and occasional weekends

Reports To: Dean of Student Services

Amount of Travel Required: Minimal

Positions Supervised: iServe Student Workers

POSITION SUMMARY

The Administrative Assistant and Services Coordinator will provide general office support for the Student Services staff. In addition, this individual will work closely with Student Services staff to establish and maintain a centralized system for career and service related opportunities for the student population.

ESSENTIAL FUNCTIONS

Administrative Assistant Responsibilities

- Provide customer service by greeting students and visitors, answering incoming calls, providing appropriate information or directing as needed for the successful resolution of routine administrative issues
- Serves as primary point of direct administrative contact and liaison with other offices, individuals, and external institutions and agencies on a range of issues
- Provide administrative support to the Student Services staff, including collection and compilation of data, preparation of correspondence and other materials, operation of standard office equipment, supply ordering, and management of the Student Services email account
- Maintain a current knowledge of appropriate college and academic policies, processes and procedures in an effort to assure efficiency and integrity of the Student Services office
- Provide budget tracking and invoice processing support to the Dean of Student Services
- Maintain organized and efficient files and records for the Student Services Office; gathers, enters and/or updates data to maintain records, files and databases, as appropriate. Assists with the administration, security, confidentiality, and retention of office files
- Oversee iServe student workers
- Provide support for events by processing event planning paperwork, marketing requests, and keeping an activity calendar
- Assist in all aspects of new student (fall) orientation, including move-in day, Life@LCU, Aim, spring orientation, and campus wide meetings
- Provides administrative support to Student Services staff as it directly relates to SERVE trips
- Develop and update office publications, including web page material
- Assists with preparation of presentations delivered by the Dean of Student Services and other Student Services staff

Services Coordinator Responsibilities

- Establish and maintain an efficient system for the distribution of information regarding career and/or service opportunities
- Establish and maintain effective and cooperative working relationships with students, alumni, faculty, employers, and the general public
- Collaborate with enrollment, alumni, and academics to promote the career development of our students
- Initiate and maintain recruiting relationships with employers for job, internship, and service opportunities, in collaboration with Student Services staff and department faculty
- Organize and facilitate meetings, workshops, symposiums, and special events as requested as they

relate to career services. This includes schedules and coordination of dates/times, venues, attendance, agendas, and facilities

- Collaborate with University offices to identify key leaders to recruit into career services activities, such as resume review, mock interviews, career counseling, and more

General Responsibilities

- Accept as true LCU's Statement of Faith and support LCU's mission, vision, core values and philosophy of education
- Adhere to all University policies faithfully including the Employee Handbook and live "above reproach"
- Participate in the spiritual life of campus (including employee fall retreat with worship service and chapel attendance)
- Encouraged to lead spiritual events and engage in mentoring students
- Attend campus employee meetings as scheduled
- Other duties and projects as assigned

POSITION QUALIFICATIONS

- Commitment to the mission and vision of the University
- Exceptional interpersonal, verbal, and written communication skills
- Strong organizational, time management, and planning skills
- Ability to multi-task, manage, and prioritize multiple projects and work independently and collaboratively
- Proven success and experience in interacting effectively with diverse populations
- Ability to handle highly confidential information with discretion, good judgment, courtesy, and tact
- Ability to work some irregular hours, evenings, and weekends as requested

SKILLS & ABILITIES

- *Education:* Bachelor's degree from a four-year accredited college or university required
- *Experience:* Prior administrative experience preferred
- *Computer Skills:* Proficiency in working with computers, word processing, spreadsheet management software, and student information software

PHYSICAL DEMANDS

Physical Abilities

Stand:	F (Frequently)
Walk:	C (Constantly)
Sit:	C (Constantly)
Reach Outward:	C (Constantly)
Reach Above Shoulder:	O (Occasionally)
Climb:	N (Not Applicable)
Crawl:	N (Not Applicable)
Squat or Kneel:	F (Frequently)
Bend:	F (Frequently)

Lift /Carry

10 lbs or less:	C (Constantly)
11-20 lbs:	O (Occasionally)
21-50 lbs:	N (Not Applicable)
51-100 lbs:	N (Not Applicable)
Over 100 lbs:	N (Not Applicable)

Push / Pull

12 lbs or less:	O (Occasionally)
13-25 lbs:	O (Occasionally)
26-40 lbs:	N (Not Applicable)
41-100 lbs:	N (Not Applicable)

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

WORK ENVIRONMENT

- Office setting