

JOB DESCRIPTION

Position Title:	Administrative Assistant		
Business Unit:	Education and Psychology	Status:	Hourly; Part Time
Reporting to:	Department Chair	Salary Range:	

Background:	<p><u>University Overview</u> Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution located in Johnson County, Texas. As the only four-year degree granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service.</p> <p><u>University Vision</u> Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service.</p> <p><u>University Mission</u> Inspiring knowledge, faith, and service through Christ-centered education.</p> <p><u>Values Statement</u> Southwestern Adventist University values</p> <ul style="list-style-type: none"> ▪ Integration of a Seventh-day Adventist worldview into daily life ▪ Education that enriches life and promotes achievement ▪ Interaction that affirms faith, integrity, and humanity ▪ Responsibility for ourselves, our neighbors, and our world ▪ Service as ministry for Christ
Position:	<p>Southwestern Adventist University is seeking a highly organized and detail-oriented Administrative Assistant to join our Education and Psychology Department. The successful candidate will play a vital role in supporting the daily operations of the department, ensuring smooth communication between faculty, students, and other university departments. This is an excellent opportunity for a proactive individual who thrives in an academic environment and is passionate about contributing to the success of students and faculty.</p>

<p>Responsibilities:</p>	<ul style="list-style-type: none"> • Administrative Support: Provide comprehensive administrative support to the department chair, faculty, and staff, including managing schedules, coordinating meetings, and preparing correspondence. • Office Management: Oversee day-to-day office operations, including maintaining office supplies, processing mail, and managing department files and records. • Student Services: Serve as a point of contact for students, answering inquiries, providing information about departmental programs, and assisting with registration and academic scheduling. • Event Coordination: Assist in the planning and execution of departmental events, such as seminars, workshops, and conferences. • Communication: Draft and distribute department communications, including newsletters, emails, and announcements. • Data Management: Maintain and update departmental databases, including student records, course schedules, and faculty information. • Budget Management: Assist in monitoring the department’s budget, processing invoices, and tracking expenses. • Collaboration: Work closely with other university departments to facilitate smooth operations and coordinate joint activities.
<p>Requirements:</p>	<p><u>Primary Requirement</u></p> <ul style="list-style-type: none"> • Education: Associate degree or equivalent experience required; Bachelor’s degree preferred. • Experience: Administrative assistant experience or related experience, preferably in an academic or educational setting. • Skills: <ul style="list-style-type: none"> ○ Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and familiarity with database management. ○ Excellent written and verbal communication skills. ○ Strong organizational skills with the ability to manage multiple tasks and priorities. ○ High level of accuracy and attention to detail. ○ Ability to work independently and as part of a team.

Preferred Qualifications

- Experience with academic scheduling software (e.g., Banner, PeopleSoft).
- Familiarity with university policies and procedures.
- Experience in event planning and coordination.

This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.

Southwestern Adventist University complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Application Process:

Interested candidates should submit a resume, cover letter, and contact information for three professional references to HR@swau.edu and cthe@swau.edu. Applications will be reviewed on a rolling basis until the position is filled.