

Job Description

Position Title:	Hawkins Grant Project Assistant and Education Department Administrative Assistant		
Business Unit:	Hawkins Grant	Status:	Full-Time Hourly (Non-Exempt)
Reporting to:	Project Director, Cheryl The	Salary Range:	Funding: Contingent on Hawkins Grant & Institutional Support

Background:	<p><u>University Overview</u></p> <p>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></p> <p>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></p> <p>The University's Mission statement is "Inspiring knowledge, faith, and service through Christ-centered education."</p>
Position:	<p>Responsible for supporting and collaborating with the Grant Project Director to help them stay organized and complete tasks that allow them to focus on advanced responsibilities.</p> <p>Responsible for supporting and collaborating with the Education Department Chair to organize and implement department record keeping and communication.</p>

<p>Responsibilities:</p>	<p><u>Administrative</u></p> <ul style="list-style-type: none"> ▪ Assist in the preparation of the Interim, Annual, and Final Performance Reports Assist all grant coordinating staff with project management to include research and procurement of evidence for program development ▪ Collaborate with other departments regarding grant research ▪ Maintain grant budget spreadsheets and procurement process ▪ Assist with monitoring grand spending and allowability ▪ Maintain and organize grant contracts, invoices, receipts, and agreements ▪ Maintain and monitor grant platforms ▪ Oversee Time and Effort Reporting and project management ▪ Maintain familiarity with grant documentation, requirements, and vision ▪ Assist all grant coordinating staff with travel arrangements to and from various meetings, offsite events, and visits ▪ Manage timing and coordination of office/team meetings for grant and department matters ▪ Prepare meeting agendas and minutes ▪ Maintain resources and communication with external grant evaluators and with department chair and faculty ▪ Ensure all guests of the department and University are warmly greeted and taken care of where applicable ▪ Prepare and maintain records for students seeking admission to EPP, to include but not limited to, following up on application submission, recommendation letters, background check and additional pertinent information. ▪ Assist with record keeping, correspondence and events for the Education and Psychology Department ▪ Track Field Based Experience as required by the Texas Education Agency ▪ Maintain office supplies <p><u>Other Responsibilities</u></p> <ul style="list-style-type: none"> ▪ Duties as assigned
<p>Requirements:</p>	<p><u>Primary Requirement</u></p> <p>Candidate must be a member in good and regular standing of the Seventh-day Adventist church and have a strong commitment to Christian higher education. Must have commitment to Jesus Christ and the teachings and mission of the Seventh-day Adventist Church. Must want to serve in a cooperative and collaborative atmosphere.</p>

	<p><u>Other Requirements</u></p> <ul style="list-style-type: none"> • Bachelor’s degree preferred • Federal grant experience preferred • One to three years of relevant administrative experience • Microsoft, Adobe, and other technological platform experience • Strong computer skills, note taking, and typing skills • Strong interpersonal, written, and verbal communication skills • Strong initiative and leadership skills • Proven ability to manage multiple projects and timeliness • Attention to detail • Ability to work independently and collaboratively in a fast-paced environment. • Excellent guest relations and customer service
<p>Knowledge, Skills & Abilities</p>	<ul style="list-style-type: none"> • Knowledge of spreadsheets • Ability to anticipate, initiate, and execute project needs • Problem-solving and critical thinking skills • Ability to formulate plans and evaluate services effectively • Skill in both verbal and written communication • Ability to work with a team
<p>Work Conditions & Environment:</p>	<p>Job Conditions: Computer use, Fast-paced work, Fluent in speaking, Reading, and Writing English.</p> <p>Occasional: Working on Weekends</p> <p>Environment: Frequent: Indoor. Occasional: Outdoor.</p> <p>Work Hours: Monday-Friday (40 hours/week)</p>
<p><i>This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.</i></p> <p>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.</p>	