

*We exist to exalt Jesus Christ, become His fully devoted followers
and share His grace and truth with all people.*

**MISSIO COLLEGE ASSISTANT
SALEM ALLIANCE CHURCH**

Department: Missio College
Supervisor: Student Development Director
Supervises: No
Volunteers: Recruits, Develops, Places, Encourages
Exempt Status: Non-Exempt
License Requirement: No

GENERAL STATEMENT OF DUTIES: Consistent with the mission statement of Salem Alliance Church, the vision of Missio College and under the general supervision of the Student Development Director and Academic Dean, the Assistant provides administrative support to the Academic Dean, Student Development Director and Missio College Executive Director(s) as appropriate.

DISTINGUISHING FEATURES OF POSITION: The Missio College Assistant provides administrative support and must have the ability to communicate verbally and in writing effectively, adapt to change, learn new skills as required, possess strong administrative and project management skills, and be highly relational. The Missio College Assistant is in the same class as the Ministry Assistant position at Salem Alliance Church. The Missio College Assistant is supervised by and is distinguished from the Missio College Student Development Director in its entirety.

CORE JOB FUNCTIONS: An employee in this classification shall perform core functions as outlined below. However, these core functions do not include all that an employee may be required to perform nor would an employee be expected to simultaneously perform all functions.

1. Administrative Support

- Provides office support in such areas as phone calls, emails, processing & assembling documents
- Maintains accurate records within Schoology, Google Drive, EventU, and others
- Maintains accuracy of data within TouchPoint organizations, attendance, and event registrations along with any other related tasks
- Ensures adequate supplies are in stock for staff, students, and adjunct faculty
- Participates in planning and scheduling of meetings, trainings or events
- Develops, sends and maintains agendas and minutes for staff meetings
- Assists Missio College staff with direct administrative support including but not limited to scheduling, visa bills, phone calls

2. Communication

- Implements communication plans as designed by the Missio College staff
- Communicates effectively with students, staff, and faculty
- Updates and maintains the Missio College website by monitoring traffic, updating relevant information and responding to inquiries
- Communicates regularly through email, phone and in person clearly and effectively in a friendly and timely manner

3. Event Support

- Collaborates effectively with Student Development Director to implement assigned duties for all Missio College related events
- Supports implementation of planning, preparation and execution of tasks for all retreats, special events, graduation, fundraisers and meetings
- Maintains, updates and monitors event budgets
- Creates and maintains registrations and payments of all events
- Serves as liaison for Missio College volunteers

4. Curriculum Support

- Oversees the School Learning Management System (Schoology), including the cloning and editing of courses, and managing users
- Edit and revise schedules and syllabi as needed
- Updates and maintains documents associated with all curriculum
- Prints, sources and assembles any associated curriculum documents for students, staff or faculty
- Makes room reservations for classes and sets up room tech to assist faculty

5. Admissions Support

- Effectively represents Missio College to prospective students by responding to inquiries, creating and updating promotional materials, and assisting in annual recruiting strategies
- Monitors the application process in TouchPoint for prospective students; schedules admissions interviews, and manages communication with students regarding application status
- Assists new students through enrollment process in support of Student Development Director
- Engages effectively with students and staff to bring a warm and welcoming spirit to Missio College

ESSENTIAL JOB FUNCTIONS: An employee in this classification shall perform essential job functions as outlined below. However, these essential job functions do not include all of the specific essential functions that an employee may be required to perform, nor would an employee be required to simultaneously perform all functions listed below.

1. Model for the staff and church family the life of a fully-engaged “partner” at Salem Alliance Church (e.g., completed the partnership process in a timely manner, regular attendance at weekend worship, regular financial giver, volunteers in other ministry areas)
2. Assist in monitoring the annual ministry budget
3. Consistent with organizational guidelines and timeframes, thoroughly complete employee self-review
4. Consistently attend and participate in assigned meetings and events (e.g., weekly staff meetings, biennial staff retreats and team meetings)
5. Work collaboratively with other staff members and departments
6. Spanish, American Sign Language or other second language-speaking ability is desirable, but not required

MINIMUM POSITION REQUIREMENTS: Completion of High School Diploma or GED; completion of two years of college with preferred emphasis in education, administration, or

related fields; with preferred experience related to higher education ministries; or a combination of education and experiences.

Other Requirements:

1. Regular attendance at worship services of Salem Alliance.
2. Agreement with, adherence to and representation of the vision, values and doctrinal statement of Salem Alliance.
3. To become a member of Salem Alliance within three months of employment.
4. Must pass a background check conducted by Salem Alliance.
5. Must maintain a safe driving record and possess a valid driver's license and be able to obtain an Oregon license within three months of hire.

PHYSICAL, EMOTIONAL & MENTAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without accommodations. An employee in this classification shall perform essential functions as outlined below. However, these essential functions do not include all of the specific essential functions that an employee may be required to perform, nor would an employee be required to simultaneously perform all functions listed below.

While performing the duties of this job, the employee must possess: mobility to work in an office setting and to use standard office equipment, including a computer, to attend meetings and events at various sites within and away from the church; strength to lift and carry materials weighing up to 20 pounds; arrange furniture and equipment in meeting rooms; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. While performing this job, the employee is regularly required to sit at a desk or in meetings for several hours at a time, to stand, walk, use hands, and to reach with hands and arms. The Missio College Assistant must have the physical and mental stamina to function in diverse, multicultural settings and to meet multiple expectations.

The Missio College Assistant must be mentally alert; possess stamina to maintain flexible work hours, including frequent evening assignments; ability to maintain concentration in spite of frequent interruptions; to coordinate and cooperate with many staff, numbers of volunteers; to speak before large and small groups and to provide pastoral support for persons experiencing difficult situations.

WORK ENVIRONMENT: While performing the duties of this job, the employee often works inside and is required to use standard office equipment. Several times each week, this employee works in meeting rooms. The church campus building has multiple floors connected by stairways. An elevator connects some, but not all, of those floors of the main church building. The employee may sometimes drive to attend meetings, trainings and events.