



**Job Description
Administrative Assistant
Academic Services**

I. Position

Administrative Assistant, Academic Services

II. Position Summary

The Administrative Assistant is to provide support services that directly contribute to the mission of the college and the effective administration of the academic program. The Administrative Assistant is also expected to uphold the values of Nebraska Christian College and represent Christ well at all times. It is expected that an average of 20 to 25 hours a week during the months of August through May will be devoted to the responsibilities outlined below. The work schedule during the months of June and July is negotiable, with a minimum of 10 to 15 hours a week expected.

III. Essential Knowledge, Skills, and Abilities:

1. A reputation for a growing relationship with Jesus Christ
2. A minimum of a high school diploma, associate or bachelor's degree preferred
3. Ability to give attention to details and tasks
4. Strong communication, customer service, and organizational skills
5. Demonstrated willingness to serve students, parents, and other college constituents
6. Proficiency in Microsoft Office applications, including Word, Excel, Access, Publisher, and Power Point
7. Experience in planning and coordinating special events
8. Adherence to the college's statement of faith and team covenant

IV. Job Duties and Responsibilities:

Provide administrative support for the Vice President of Academics and Associate Academic Dean through:

1. Contributing proper data and information into our campus management system
2. Assisting in the preparation of course schedules
3. Assisting in student enrollment periods
4. Accurately maintaining student academic files and fulfilling transcript requests in a timely manner.
5. Preparing reports for federal, state, and local agencies
6. Collecting and organizing assessment data associated with accreditation
7. Compiling memos, letters, and other communication pieces
8. Assisting in the publication of academic catalog
9. Coordinating aspects of annual commencement ceremony
10. Other duties as assigned

- V. Reports to:
The Administrative Assistant reports directly to the Academic Dean. There will be an annual evaluation at the end of each academic year.
- VI. Supervises:
1. The Administrative Assistant has no supervisory responsibilities
- VII. Benefits/Compensation:
1. The Administrative Assistant will receive an hourly wage, paid on the last business day of the month. Wage is negotiable, based on previous experience.
- VIII. Proposed Starting Date: September 7, 2010 (will remain open until filled)
- IX. Application Procedure: Send cover letter, resume, and three personal and/or professional references to:

Mark Krause, PhD
Vice President of Academics
Nebraska Christian College
12550 S. 114th Street
Papillion, NE 68046
402-935-9400
mkrause@nechristian.edu

The mission of Nebraska Christian College is to bring glory to God through the ministry of educating people at the undergraduate level for His work. NCC prepares people to know the Christ revealed in the Bible and to present Him to their contemporaries.

Founded in 1945, NCC is committed to the restoration of undenominational New Testament Christianity and is supported by individuals and churches with a commitment to that mission.

Nebraska Christian College, a private, faith based, four year college is an Equal Opportunity Employer and does not unlawfully discriminate in employment practices based on race, color, national or ethnic origin, age, gender, disability, or prior military service. Federal guidelines (Section 702 of Title VII of the 1964 Civil Rights Act) clearly recognize the right of church-related institutions to seek personnel who will support the goals of the institution, including the right to select members of the church to which the institution is related. Employment at Nebraska Christian College requires a commitment and lifestyle consistent with the institution's mission and values. Applicants affiliated with the Stone-Campbell Restoration Movement, including women, and minorities are encouraged to apply.