

# GRADUATE THEOLOGICAL UNION

## POSITION DESCRIPTION

POSITION TITLE Student Assistant **NON-EXEMPT**  
DEPARTMENT Office of the President WAGE RATE: \$12/hour  
APPROVED BY Riess W. Potterveld, President DATE Nov 2014

---

Under the supervision of the executive assistant to the president, the student assistant supports the operations of the Office of the President

### DUTIES AND RESPONSIBILITIES:

#### 1. General Tasks:

- Works closely with the Executive Assistant in managing the daily schedule of the President;
- As delegated, oversees various projects and is expected to work independently, with minimal supervision from the Executive Assistant.
- Picks up, opens, sorts, and date stamps daily mail for the President
- Maintains the President's Office paper filing system.
- ❖ Financial records:
  - As delegated, handles payable accounts for the President's Office; prepares check requests.
  - Assists in the reconciliation of expense reports for the President;
- ❖ Communications:
  - Edits and word-processes correspondence and other documents.
  - Prepares mailings to individuals and groups
- ❖ Office reception:
  - Manages reception duties involving phone calls, email messages, and walk-in inquiries.
  - As required, coordinates interaction between the President's Office and the various GTU departments and centers.
- ❖ Other responsibilities:
  - Maintains inventory of supplies and places orders as needed.
  - Keeps supplies storage well organized.
  - Coordinates travel and conference arrangements for the President.
  - Provides vacation coverage for the Executive Assistant by handling tasks that the executive assistant does that are time-sensitive and/or cannot wait for the executive assistant's return.

#### 2. Special Events:

- Makes reservations for the board room or other venues for meetings and events of the President and the Board of Trustees
- Assists the Executive Assistant in compiling materials packets for board meetings, and mails them to trustees

- Maintains the Board of Trustees directory (print & online)
- Provides logistical assistance to the Executive Assistant for all board meetings and events. Working on the days Board meetings are held is required. The Board meets three times a year, in October, February, and May.
- Assists in the planning, preparation, set up, and breakdown of all special meetings and events organized by the President's Office

### **MINIMUM QUALIFICATIONS**

1. Demonstrated reception & customer service skills, with strong interpersonal and verbal communication skills.
2. Ability to maintain the highest level of discretion, diplomacy and confidentiality, and demonstrate a professional demeanor at all times
3. Proficiency in the use of Microsoft Word, Outlook, and Excel.
4. Ability to effectively manage multiple projects and priorities with efficiency and careful attention to detail.
5. Ability to multi-task and respond to unanticipated circumstances.
6. Be highly dependable and punctual.
7. Be able to work with minimal supervision and be proactive, with excellent follow through.
8. Ability to work independently and perform under time constraints.
9. Ability to lift up to 15 lbs. when preparing for meetings