

## Job Description

<b>Position Title:</b>	Project Assistant		
<b>Business Unit:</b>	MSN in Nursing Education Grant	<b>Status:</b>	Full-Time
<b>Reporting to:</b>	PPOHA Project Director	<b>Salary Range:</b>	

<b>Background:</b>	<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>
<b>Position:</b>	Responsible for supporting and collaborating with the Project Director and Curriculum Development Coordinator to help them stay organized and complete tasks that allow them to focus on advanced responsibilities.

**Responsibilities:**

Administrative

- Assist the grant staff with project management to include research and procurement of evidence for program development
- Assist the grant staff with the coordination of travel to and from various meetings and offsite events and visits.
- Collaborate with Outreach Coordinator re scheduling and activity coordination
- Prepare meetings agendas and minutes
- Oversee Time and Effort Reporting
- Ensures all guests of the department and University are warmly greeted and taken care of where applicable
- Maintain familiarity with grant documentation and requirements and vision
- Other administrative duties as needed and assigned
- Maintain office supplies

Student Worker Supervision

This role supports in the supervision of its student workforce as follows:

- Supervises students as they work to support at various events during the school year.
- Manages and maintains the work schedule for all students so there is sufficient coverage within the office and on campus.
- Provides guidance and assistance during various on and off campus events during the school year.
- Supports the recruitment process for all student workers
- Manages the time card and payroll process for all student workers

Office and Special Events

- Manage the timing and coordination of office/team meetings
- Manage the coordination and timing of team events

Other Responsibilities

- Duties as assigned

<b>Requirements:</b>	<p><b><u>Primary Requirement</u></b></p> <p>Must have strongly expressed a commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church, be a member of the Seventh-day Adventist church in good and regular standing, and have a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere.</p> <p><b><u>Other Requirements</u></b></p> <ul style="list-style-type: none"> <li>▪ Bachelor's degree preferred</li> <li>▪ One to three year's relevant experience.</li> <li>▪ Strong interpersonal, written and verbal communication skills</li> <li>▪ Demonstrated leadership and supervisory abilities</li> <li>▪ Proven ability to manage multiple projects and timelines</li> <li>▪ Prior administrative experience.</li> <li>▪ Excellent computer skills, especially typing.</li> <li>▪ Attention to detail.</li> <li>▪ Multilingual may be preferred</li> </ul>
<b>Work Conditions &amp; Environment:</b>	<p><b>Job Conditions:</b> Computer use, Fast-paced work, Fluent in speaking, reading, and writing English.</p> <p><b>Occasional:</b> Working on weekends</p> <p><b>Environment:</b> Frequent: Indoor. Occasional: Outdoor, Wet/Dry Conditions, Cold/Heat (due to retreats, travel or camping) and Noise/Vibrations.</p> <p><b>Work Hours:</b> Monday-Friday (40 hours/week)</p>
<p><b><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></b></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>	