

Administrative Assistant I

Collegiate Ministries
Position Description

Supervised by: Area, Divisional, or Regional Director, or Field Operations Director
Status: Part time, Non-exempt
National Salary Structure: National Hourly 1

POSITION SUMMARY

To advance the purpose of InterVarsity, this position provides limited, part-time administrative and clerical support for an InterVarsity area, division, or region.

MAJOR RESPONSIBILITIES

Personal

- Be a maturing disciple of Jesus Christ: growing in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world.

Administration

Provide basic and narrowly defined administrative and clerical assistance to an Area, Divisional, or Regional Director, or a Field Operations Director by:

- Providing administrative support including, but not limited to, sorting mail, ordering and organizing stationary and office materials, faxing, copying, and answering phones
- Organizing and maintaining files
- Updating calendars with staff related dates and events
- Printing, stuffing and mailing newsletters
- Sorting office bills (phone, copying, invoices, office materials, etc.);

Communication

- Distributing information needed by staff, and monitoring receipt of regular reports
- Engage positively with the supervision you receive from your staff director

Fund Development and Public Relations

- As required, raise a portion of salary in an amount or percentage agreed upon with the Director

QUALIFICATIONS

- Annually affirm InterVarsity's Statement of Faith
- Minimum of a high school diploma or equivalent education/experience
- Basic administrative and organizational skills
- Ability to handle sensitive information in a confidential manner
- Demonstrated ability and commitment to work in a diverse team environment
- Familiarity with basic Microsoft applications such as Word and Outlook
- Effective oral and written communication skills
- Willingness to raise a mutually agreed upon amount of personal support, as required

InterVarsity Christian Fellowship/USA

Frame of Reference

All staff members subscribe annually to the Purpose Statement of InterVarsity:

In response to God's love, grace and truth:
The purpose of InterVarsity Christian Fellowship/USA is
to establish and advance at colleges and universities
witnessing communities of students and faculty
who follow Jesus as Savior and Lord:
growing in love for God,
God's Word,
God's people of every ethnicity and culture
and God's purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God's people. Within the context of InterVarsity's purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

Values:

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

Maturing Disciple of Jesus Christ:

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control." In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

Team Work:

Each individual staff person is a vital member of Christ's body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. "Whatever your task, work heartily, as serving the Lord." (Colossians 3:23a)