



**Job Responsibilities/ Expectations
Administrative Assistant
Calvary Bible College & Seminary**

Weekly: Spend a total of 8 hours in the CBCS office per week

Daily: Check phone and email messages; forward messages to the appropriate office staff.
Check mailbox, Monday-Friday

Examples of messages that should be referred to the Dean of Academic Affairs: persons new to CBCS, Alumni returning to CBCS, students absent from CBCS for a year or more, enrolled students inquiring about the textbooks and syllabus.

Examples of messages that should be referred to the Registrar: Inquiries into admission requirements, degree programs, course offerings, course schedule, brochures, handbook or catalog, auditing a class, graduating status, grades, “student checklist” status, or Alumni requests for a transcript.

Examples of messages that should be referred to the Treasurer:

Inquiries concerning Registration and Course enrollment fees (including late fees), graduation fees; annual statement of fees paid to CBCS business invoices, payroll, income, expenses, or request by students for an annual statement of fees paid to CBCS

On Going:

- Work at the CBCS site during the scheduled course dates/be available virtually.
- Participate in preparation of reports for the IABCS Site Visit.
- Advertise CBCS registration and orientation in the Church Announcements and on social media.
 - Use the prepared template or create a new flyer. Place current flyer on the bulletin board in the church foyer.
- Update and maintain the CBCS social media with the course offerings flyer for the school year
 - Send other forms as requested to website administrator to be placed on the website (i.e. Application & Registration Form, Intent Form, Recommendation Form, Student Information Form, and Transcript Request Form)
- On behalf of the Dean, prepare necessary documents or correspondence; file correspondence received.

Monthly:

- Set up virtual class meeting on the CBCS virtual platform of choice (Zoom, WebEx, Teams, etc.).
 - Change CBCS account password monthly.
 - Email username and password to the instructor each month.
 - Email the created class meeting links to the enrolled students.
- Create files for newly enrolled students.
- Solicit Executive Board members for availability for an Executive Board Meeting
 - Communicate with President and Dean.
 - Create and email the Agenda to the Executive Board members. Attend Executive Board Meetings.
 - Take meeting minutes and email minutes to members within three weeks of the meeting. File them in the CBCS drive.

Quarterly:

- Schedule and Attend Board Meetings.
 - Solicit CBCS Board members for availability for a Board Meeting.
 - Create and email the Agenda to the Board members.
 - Attend Board Meetings. Take meeting minutes.
 - Email Minutes to members within three weeks of the meeting.
- File them in the CBCS office. Actively participate in at least two of the four New Member Socials.

As Needed:

- Solicit Executive Board/ Board members for availability for a Conference Call.
 - Create and email the agenda to participants.
 - Record (and transcribe) the meeting or take minutes of the meeting.
 - Email summary minutes within three weeks after the meeting.
 - Place summarized minutes in the CBCS office file. Create new advertisement as needed.

Annually:

- Submit CBCS calendar dates to the Calvary Baptist Church Administrator
- Prepare for Commencement- collaborate with the Executive Board team.
 - Prepare Program Booklet and participate in the ceremony.
 - Work with the staff to decorate the reception area, serve at the reception and participate in the reception clean up.
- Participate in the annual Back-To-School Open House.
 - Schedule faculty members to represent CBCS at the vendor table.
 - Print flyers, select and order give away items for the event.
- Work with Executive Board to prepare for annual Staff Orientation meeting