

BELHAVEN UNIVERSITY

Position Title: Administrative Assistant
Department: Information Technology
Direct Supervisor: Manager of User Support
Designation:

Overview

The Department of Information Technology Administrative Assistant contributes to the mission of Belhaven University by triaging incoming calls and departmental emails, assisting with department budgets and purchasing, acting as the first point of contact for the department, and aiding IT personnel. This position reports to the Manager of User Support.

Functions and Responsibilities

- Answer and appropriately route incoming phone calls and emails
- Assist in-person visitors as the department's first point of contact
- Maintain the departmental budget and assist with annual budget preparation
- Purchase IT equipment
- Assist with updating and maintaining the IT calendar and planner
- Serve as a liaison with other departments
- Ensure copiers on campus are operational and have the supplies needed
- Manage departmental office supply inventory
- Perform duties as may be assigned by the appropriate authority

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Qualifications

- High school diploma or GED with 1 to 3 years experience directly related to the responsibilities
- Requires a working knowledge of Microsoft Office
- Strong organizational, analytical, and customer service skills
- Excellent communication skills, both verbal and written
- Demonstrate a professional work ethic and a positive, problem-solving attitude
- Must fully support the University Vision, Mission, and Statement of Faith found at www.belhaven.edu/belhaven/mission.htm

To Apply:

Interested applicants may make application by submitting the following:

- 1) Letter of interest
- 2) Resume
- 3) Reference list with contact information (including Senior Pastor)
- 4) Spiritual Pilgrimage Essay - *Please prepare a brief account (no more than 750 words) of your spiritual pilgrimage, including the time and circumstances surrounding your becoming a believer in Christ and your current relationship with Christ.*

Only applicants who submit all four required items will be considered.

Interested applicants should send their information to:

Laura Naquin, Manager of User Support
Department of Information Technology
lnaquin@belhaven.edu

No phone calls, please. Additional information about Belhaven University may be found at www.belhaven.edu.

Please click this link to review Belhaven University's Commitment Statement that includes our employee expectations: http://www.belhaven.edu/belhaven/employment_pdfs/LetterOfEmploymentCommitment.pdf
Should you receive a job offer, you will be asked to sign accepting this commitment.