



OAKWOOD UNIVERSITY
EMPLOYEE SERVICES/HUMAN RESOURCES

NOTICE OF AVAILABLE POSITION

POSITION: Administrative Assistant

DEPARTMENT: Student Life and Mission

STATUS: Regular Full-time

QUALIFICATIONS:

Must have a strongly expressed commitment to Jesus Christ and the teachings of the SDA Church as evidenced by regular SDA Church membership.

- Bachelor's degree recommended, plus five years of customer service experience
- At least one year of clerical experience.
- Excellent interpersonal skills.
- Ability to work collaboratively.
- Excellent organization skills.
- Excellent writing and oral communication skills.
- Proficient in Microsoft Office and tech savvy.
- Successful completion of clerical exam: 70% accuracy on Microsoft Office and typing speed of 40 wpm with 70% accuracy.

BRIEF DESCRIPTION OF DUTIES:

- Schedule daily appointments for the Vice President for Student Life and Mission.
- Assist the V. P. in budget/requisition processes for each department in the division of Student Life and Mission.
- Keep the V. P. informed on administrative operations or problems related to Student Life.
- Be familiar with and know the University's policies and guidelines in the Student Handbook and University Bulletin.
- Maintain confidential student files in a manner that allows efficient retrieval and accurate information.
- Manage the office operations and handle those affairs that do not require vice president or administrative attention.



- Select student workers to provide adequate office coverage and efficient clerical support.
- Coordinate registration activities as it relates to the Office of Student Life.
- Proofreading all outgoing correspondence for spelling, grammar, neatness, accuracy, etc.
- Perform other Student Life and Mission related duties assigned by the Vice President.

SALARY: Commensurate with education and experience

POSTING DATE: October 2022

CLOSING DATE: Opened until Filled.

HOW TO APPLY: Interested persons must submit employment documents electronically:

- Download the application in Google Chrome
- Open application in Adobe Reader
- Save and send as attachment with required supporting documents listed below
- You will receive an auto reply confirmation once Employee Services has received your documents

REQUIRED DOCUMENTS:

Completed Employment Application
Vita/Resume
Copy of Degree/transcript

Email: Hroffice@oakwood.edu

Oakwood University participates in 

****OAKWOOD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER****

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