

The Agape Center for Local & Global Engagement

POSITION: Agapé Center for Local & Global Engagement Office Assistant

HOURS: 10 hours/week for 30 weeks. Flexible schedule, approved by primary supervisor

DRESS: Business casual. Business/professional dress during special occasions

PRIMARY SUPERVISOR: Administrative Assistant to the Agapé Center

SPECIAL QUALIFICATIONS:

1. Organized
2. Strong writing, grammar and proof-reading skills
3. Experience with Microsoft Office Professional Suite – Word, Excel, Publisher, Power Point
4. Knowledge of social networks and Jadu website maintenance
5. Creative ability to market the office's programs and opportunities
6. Ability to be a team player, while still being a self-starter/motivator
7. Have an interest in service or study abroad opportunities – local, national, and international
8. Have an outgoing, friendly personality
9. Prior office experience preferred, though not required

PRIMARY DUTIES:

1. Assist with promoting all Agapé Center for Local & Global Engagement activities to faculty, staff and students
2. Monitor Agapé Center's general email account. Initiate responses as necessary.
3. Answer the phone and greet walk-ins; be knowledgeable about opportunities at the Agapé Center in order to answer questions
4. Manage Agapé Center website, digital photo filing system, and social networking sites
5. Maintain and update Agapé Center campus bulletin boards
6. Assist in planning annual service plunge days
7. Assist in event planning
8. Other duties as assigned by immediate supervisor
9. Maintain consistent and reliable attendance.