

JOB TITLE:	STUDENT ADMINISTRATIVE ASSISTANT
<p>Department: Campus Ministry Location: Blades Hall 103 Supervisor Name: Emily Entsminger Supervisor Phone Number: 563.589.3557 Supervisor Email: eentsminger@dbq.edu</p>	
<p>Job Responsibilities:</p>	<p>Will assist with Campus Ministry in the following ways:</p> <ul style="list-style-type: none"> • Secretarial support to the staff in the Campus Ministry Department, holding regular office hours; • Maintenance and ordering of office files and supplies; • Being aware and informed of campus ministry rhythm and efforts; • Organization and maintenance of the Campus Ministry office, creating a hospitable environment. • (see more details in the full job description below)
<p>Responsibilities:</p>	<ul style="list-style-type: none"> • Secretarial support to the staff in the Campus Ministry Department, holding regular office hours; • Maintenance and ordering of office files and supplies; • Being aware and informed of campus ministry rhythm and efforts; • Organization and maintenance of the Campus Ministry office, creating a hospitable environment.
<p>Duties:</p>	<p><i>Daily</i></p> <ul style="list-style-type: none"> • Handle the incoming and outgoing mail; • Manage the Campus Ministry email account, submissions to Spartan Scoop, and other communication, receiving and sending e-mails as directed by the Director of Campus Ministry; • Assist in keeping social media up-to-date, and as time and capabilities allow, work on graphics and communications; • Manage a calendar for Campus Ministry as directed by the Director of Campus Ministry, including a system of reminders and related-checklists for activities or events; • View calendar controlled by Event Coordinator for any events happening in Blades; • Ask staff if other tasks can be received from them, and inform or remind staff of any upcoming events or information that need their attention; • Welcome visitors to the office.
	<p><i>Weekly/Regularly</i></p> <ul style="list-style-type: none"> • Arrange for meals after IMPACT, placing orders when needed; • Create and manage a “to-do” list of assigned duties as a reporting mechanism, keeping the Director of Campus Ministry apprised of progress; • Process invoices and check requests in a timely fashion; • Organize and file any paperwork needing to be kept; • Submit event/room requests for upcoming ministry efforts; • As directed, submit print requests and distribute materials as needed;

- As requested and within the allotted time, record staff meeting notes and distribute them;

Monthly

- Assist with collecting timesheets for work-study positions as directed by the Director of Campus Ministry, and reconciling hours on timesheets with what has been submitted online;
- Update and print monthly financial reports and file hardcopies, reconcile Department Card charges, and related tasks.

Fall

- Assist with the sending of letters in the beginning part of fall semester to congregations where students are members.