

## **Wesley Foundation at the College of William and Mary Administrative Assistant Position Description**

### **Job Summary:**

The Administrative Assistant for Campus Ministries is a part-time (20 hours a week), non-exempt position reporting to the Director of the Wesley Foundation (Campus Minister) and indirectly to the Wesley Foundation Board. This position provides administrative support for the Director, clerical support for the Board of Director's finance and development committees and general operational support for the Wesley House. Daily interaction with guests, college students and house residents is required along with a focus on using Microsoft Office (Word, Excel, Publisher, and Outlook), Gmail, and social media.

### Duties and Responsibilities:

#### A. Daily Support to the Director:

- Answering telephone inquiries and opening mail promptly
- Welcoming and offering hospitality to all who come to the Wesley House, including connecting students in crisis, to the most appropriate people available, i.e. campus minister, counseling center, local faith leaders, local counselors, or emergency personnel.
- Coordinating use of the Wesley House by keeping a calendar of all events and ensuring that all users (non-Wesley) have completed the "Building Use Guidelines" form.
- Creating and maintaining paper and electronic files.

#### B. General Clerical Support to the Wesley Foundation Board

- Editing letters and coordinating mailings
- Emailing information in a timely manner
- Working with appropriate board members to maintain accurate information in the databases for Outreach and Development functions (Alumni, Friends, Supporting Church/Church Groups, and the Wesley Listserv. Updating By-Laws, board roster, email lists, SNP list, Committee Assignments, board name tags, and other records as directed
- Attending and assisting at board meetings, if possible
- Posting and maintaining board related information in the board portal of the web site.
- Working with the Student Leadership Team and Director to maintain student contact lists.
- Maintaining copies of all reports submitted to the BHECM and providing the necessary assistance to ensure timely submission.
- Provide administrative assistance in maintaining and updating the web site.

#### D. Clerical Support to the Finance Committee:

- Facilitating the Wesley Partner's mailing
- Maintaining the petty cash receipts and disbursements of funds
- Receiving and processing cash, checks, and invoices
- Processing requests for money/funding
- Creating and mailing acknowledgement letters to all donors
- Creating and maintaining a database with list of all donors

### C. Clerical support for the Wesley House Resident's Program

- Receive applications and interview candidates together with the Director and Property Committee Chair
- Create and mail rent invoices to fall, spring, and summer students and maintain records of rent received.
- Create and maintain information for resident's handbooks such as emergency contacts, chores, house information, etc.

### E. General operations of the Wesley House.

- Purchasing supplies
- Light housekeeping
- Obtaining maintenance service
- Requesting janitorial service
- Overseeing parking lot use and payments

### Knowledge, Skills, and Attitudes:

1. A minimum of two years of experience supporting a business office and executives with administrative tasks preferred.
2. Strong customer service and interpersonal skills.
3. Strong oral and written communication skills.
4. Proficiency with Microsoft Office Suite software applications, social media, and the ability to learn other software.
5. Able to demonstrate discretion and maintain confidentiality in accordance with Wesley Foundation policies and administrative needs.
6. Approachable and proactive in delivering prompt, accurate, and excellent customer service. Must meet deadlines.
7. Able to manage multiple tasks and is highly motivated to achieve goals.
8. Basic math skills and accurate record keeping required.
9. General knowledge of the United Methodist Church operations in the conference and district.
10. An accepting attitude of all people, all religions, or no religion.

### **Nature of Work Environment**

1. Tasks involve the ability to exert light physical effort in sedentary to light work. This may involve some lifting, carrying, moving, pushing and/or pulling of objects/materials of light weight (20-40 pounds).
2. Normal work hours are Monday – Friday from 10am to 2pm, however with the approval of the Director, flexibility in the hours or days of work is available.