

The Southern Baptist Theological Seminary

Position Description

**Position Title: Administrative Assistant-Director of Bevin Center for Missions
Mobilization**

Department: Bevin Center for Missions Mobilization

Position Code: L1100

Date Prepared: 12/23/15

FLSA Status: Exempt Non-Exempt

Full Time: Yes No

JOB SUMMARY:

The Administrative Assistant to the Director of Bevin Center serves as the primary point of contact for the Bevin Center, managing the office and assisting the Director in connecting the Southern Seminary community with the mission field. In addition, the person in this role serves in support of all campus centers as directed by the Director of Campus Centers.

ESSENTIAL JOB FUNCTIONS:

The employee in this position will have the following essential job functions:

- Keep a constant awareness of missions and evangelism issues and priorities
- Serve as the office manager, coordinating all projects, events, and operational needs of the Center
- Maintain cleanliness, functionality, and readiness of the Center
- Demonstrate strong customer service and organizational skills, hospitality, and owning the Center's story
- Maintain a gracious, friendly, attentive, and service-oriented demeanor with all guests and fellow employees
- Prioritize tasks and work effectively on numerous projects simultaneously
- Answer telephone, handle inquiries, and respond to email on behalf of the Center
- Act as liaison between on-campus departments for all Center events and projects
- Assist in responding to emails and scheduling for the Center Director
- Oversee files and records for the Center and all mission team data as well as other administrative responsibilities
- Track all mission teams, providing logistical and financial support (airfare, visas, insurance, budgets, etc.)
- Provide all computer and clerical skills needed by the Center to allow the office to function properly
- Collaborate on local outreach, short-term missions, and church planting events
- Support the Campus Centers as prioritized by the Director (Jenkins, Mathena, Dehoney, etc.)

Performs other duties as may be assigned by supervisor.

EDUCATION:

The person in this position should have a college degree or its equivalent.

EXPERIENCE:

The person in this position should have administrative and secretarial experience as well as international experience living, working, or traveling overseas participating in mission trips.

SUPERVISION:

The person in this position will supervise no one. The person in this position will report to the Director of the Bevin Center.

WORK ENVIRONMENT:

The person in this position will work in a standard office environment.

EQUIPMENT:

The person in this position will use the following equipment: standard office equipment.