**JOB DESCRIPTION**

Seattle Pacific University

Job Title: Office Assistant

Dept. Name: Office of University Ministries

Hiring contact: Lindy Pearson, OUM Administrative Assistant, (206) 281-2966, [lindy@spu.edu](mailto:lindy@spu.edu)

Number of Positions 1-2\_

Employment Period: September 2015– June 2016 with potential of some summer hours

Training Period: October 1st & First Week of Employment

Number of hours/Week 5-10 (depending on quarterly schedule)

Suggested Starting Pay Rate $11.00/hr

--------------------------------------------------------------------------------------------------------

DESCRIPTION OF DUTIES:

* Assist Office of University Ministries staff with clerical and administrative duties
* Staffing and participating in the 2nd SUB Central Reception by offering customer service and administrative support to John Perkin’s Center and various Office of Student Life staff
* Assisting students/staff/faculty by phone and in person and sorting through and answering large quantities of emails
* Creating marketing emails, posters, flyers etc. for the Office of University Ministries
* Provide phone support to the University Ministries Administrative Assistant, answering inquiries about various University Ministries events, services and ministries
* Office tasks such as cleaning office space, washing dishes, organizing storage
* Assist with general office-sponsored activities(student leader application process, Cadres, Sharpen, and special events, publicity, etc.)
* Update and maintain various OUM web pages and calendars (training provided)
* Set up, clean up, and presence at Friday’s grace (communion) service
* along with various tasks to prepare for the service (greeting, passing out programs, benchmarks)
* Weekly meetings with University Ministry AA Supervisor
* Other duties as assigned

--------------------------------------------------------------------------------------------------------

SKILLS/QUALIFICATIONS: SPU undergraduate student, preferably an incoming Sophomore/Junior. Ability to work well with a variety of people and to communicate clearly and professionally in written and oral form. Detail-oriented. Have a working familiarity with Microsoft Office systems (Word, Excel, Outlook, Photoshop etc.). Familiar with SPU and general knowledge of University Ministries programs. Reliable, self-motivated, and of strong personal integrity. High level of customer service and ability to work in a student services and professional setting. Experience with design a plus.

EXPERIENCE REQUIRED: One year of office experience preferred. Preferably students have completed one academic year at Seattle Pacific University.

**2014-2015 Application for Student Office Assistant**

# Office of University Ministries

Mail: 3307 3rd Ave West, Suite 207 Seattle, WA 98119

Hand deliver: Second Floor SUB or Email to: [lindy@spu.edu](mailto:lindy@spu.edu)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **ID#:** |  |
| **DOB:** |  | **Major:** |  |
| **Phone #:** |  | **Class:** |  |
| **Email:** |  |  |  |
| **Address:** |  | | |

Number of planned credit hours registered in for Spring Quarter 2015 \_\_\_\_

List any extracurricular activities you are, or plan to be involved in:

Total number of hours you can work weekly: \_\_\_\_\_\_\_ *(Please attach your 2014 Spring Quarter schedule)*

With which of the following office skills do you have experience?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Outlook |  |  | Power Point |
|  | Photocopier |  |  | Designing posters/brochures |
|  | Typing |  |  | Multi-line phone system |
|  | Photoshop |  |  | Other design or marketing programs |

Please list any additional computer programs with which you are familiar:

Below, please list any businesses or SPU offices for whom you have worked:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. |  | | When? |  |
|  | Responsibilities: |  | | |
|  |  | |  |  |
| 2. |  | | When? |  |
|  | Responsibilities: |  | | |
| 3. |  | | When? |  |
|  | Responsibilities: |  | | |
|  |  | |  |  |

Please respond to the following questions in a brief paragraph or two:

1. Briefly describe how your spirituality impacts how you work with others.

1. What are your personal life goals as far as you know them right now? How would this position with University Ministries help you reach your goal(s)?
2. Highlight any qualifications, skills or personal traits that you feel make you a good match for the position of University Ministries Office Assistant:

Please list three references, personal or professional:

1. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*If you have a resume, please send it along with your application.*

**I hereby assert that all the information above is true and accurate, to the best of my knowledge.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature Date**

## Thank you! If you have any questions, please contact University Ministries at (206) 281-2966 or [um@spu.edu](mailto:um@spu.edu).