

Global Scholars

Administrative Assistant

Full-Time, Non-Exempt

POSITION SUMMARY

To advance the purpose of Global Scholars, the Administrative Assistant will serve the CEO/President in ways that best help him give overall leadership to Global Scholars.

MAJOR DUTIES AND RESPONSIBILITIES

- Manage CEO's calendar to ensure his time is used most wisely
- Prepare materials and brief CEO to ensure he is fully prepared for meetings
- Make travel and meeting arrangements in ways that best serve the CEO
- Be available by phone to the CEO for assistance while he is traveling
- Handle follow-up correspondence and tasks after CEO's meetings
- Data entry and documentation related to CEO's meetings
- Attend Board meetings to oversee logistics and take minutes
- Prepare reports as needed or requested, including expense reports
- Handle correspondence on behalf of CEO as requested
- Do research necessary to provide information needed by the CEO
- Work in collaboration with other staff on projects as requested by the CEO

SKILLS AND COMPETENCIES

- Skilled in computer usage, specifically word processing, presentation and spreadsheet applications in a cloud-based environment.
- Excellent communicator with strong verbal and written communication skills
- Able to handle sensitive information in a confidential manner
- Able to work well in a support role to the CEO and cooperatively with other staff
- Personal service orientation, seeking to serve the CEO by taking full responsibility for and even anticipating administrative tasks and needs
- Committed to do work energetically and with excellence
- Detail orientated
- Able to work well under pressure
- Strong organizational and problem-solving skills

CHARACTER AND PERSONAL TRAITS

Christ-like character. Trustworthy. Authentic and personable. Living in obedience to Scripture and enjoying good reputation among a local body of believers. Ongoing call to the Global Scholars Mission and Vision. Annually affirm Global Scholars Statement of Faith. Ready, willing and eager to take initiative and spend adequate time and effort to help reach the vision God has set before Global Scholars.

FOR MORE INFORMATION

Contact Global Scholars, email: hr@global-scholars.org; Web: www.global-scholars.org