

COLLEGE WORK-STUDY JOB DESCRIPTION

NAME OF DEPARTMENT: School of Pastoral Studies

PURPOSE OF JOB: To provide support to this department in any or all of the ways described in the duties and responsibilities listed below.

DUTIES AND RESPONSIBILITIES:

- Help schedule appointments for the School of Pastoral Studies faculty.
- Answer phones for the School of Pastoral Studies in a professional and courteous manner.
- Provide accurate responsive services to internal and external NCU constituents concerning the College and Center.
- Assist School of Pastoral Studies Administrative Assistant with events and schedules.
- Assist with data entry and record keeping for the School of Pastoral Studies.
- Assist the School of Pastoral Studies Administrative Assistant with special assignments as needed.
- Assist in communicating with internal and external constituents the various events sponsored by the Center.
- Coordinate with staff and students concerning events sponsored by the Center.

OVERALL JOB QUALIFICATIONS:

- Ability to communicate in verbal and written form to effectively share information to a diverse number of people
- Skills in Microsoft Office to organize and implement office procedures
- Knowledge of leadership and youth development principles and theories that pertain to the School of Pastoral Studies.
- Ability to problem solve, administer effective communication, and give positive direction to students and guests
- Is punctual and gets task done in a timely manner