Student Office Assistant
Office of the President

Description:
Provide administrative and event support for the Office of the President under the supervision of the Executive Assistant to the President.

Requirements:

Duties:
- Represent Montreat College and the Office of the President in a professional and cheerful manner to multiple internal and external constituencies.
- Assist in preparation for meetings of the college and foundation boards;
- Assists in preparation and hosting of presidential dinners and receptions, as needed;
- Assists in preparation for opening convocations, honors convocations, and commencement;
- Manages incoming and outgoing correspondence;
- Prepares check requests and requisitions;
- Balances budget;
- Maintains office files and minutes;
- Performs other clerical duties; and
- Other responsibilities as assigned, including research for the president.

Personal Qualities and Skills:
- Commitment to Montreat College and to the Christian faith;
- Trustworthiness with confidential information;
- Excellent communication skills;
- High aptitude for detail-oriented work;
- Diligence and determination to complete tasks in a timely manner;
- Ability to work independently and with others;
- Dependable, takes initiative, and good work ethic;
- Comfortable with the multiple applications of Microsoft Office, including Outlook, Word, Excel, Publisher, and PowerPoint; and
- Experience with Blackbaud’s Raiser’s Edge (preferred).

Pay Rate:
To be determined.

Work Hours:
20 hours – anytime Monday-Friday, 9 a.m.-12 p.m. or 1-5 p.m.

Start Date:
August 24, 2015
Number of positions:
1 (Fall 2015)
2 (Spring 2016)

Application Requirements:
Please send the follow materials to Hope Deifell at hdeifell@montreat.edu:

1) Cover letter
2) Resume
3) Personal testimony of salvation
4) List of three professional/educational references