

# Kinesiology/MFT Administrative Assistant- PT

This position is: OPEN

**Job Number:** 487 **Posted:** 6/15/21 **Revised:** 7/26/21 **Location:** St. Davids -- **Posting Type:** Staff

## Position Summary

Reporting to the Chair of the Kinesiology Department and the Chair of the Marriage and Family Therapy Department (MFT), the Departmental Administrative Assistant provides clerical support to the departments and departmental faculty.

Part-time, 20 hours per week, 10 months per year.

## Responsibilities

### Position responsibilities for Both Kinesiology and MFT

- a. Embodies values of caring and compassion, justice and integrity, competence and affirmation.
- b. Seeks to treat each member of the campus community with fairness, dignity and respect, seeking a spirit of unity and harmony as we join together to achieve our common missions.
- c. Receive visitors (as needed) representing the university, the department and the faculty.
- d. Answer phone, email and mail and direct information to appropriate faculty
- e. Maintain paper and electronic files.
- f. Analyze student assessment data and generate reports.
- g. Assist in revising and updating course syllabi, exams, manuals, handbooks and website.
- h. Assists the Chair with the day to day implementation and monitoring of the departmental budget and Cost Center (s) including initiating/processing Purchase Orders and Check Requests.
- i. Other assigned duties.

### Position Responsibilities Specific to Kinesiology

- j. Assists the Program Director of Exercise Science in matters related to program accreditation.
- k. Assist the Director of the Kinesiology Lab in matters related to equipment ordering and maintenance.

- l. Establishes and maintains filing system of prospective and current Kinesiology students.
- m. Distributes and collects faculty, student and graduate evaluations.
- n. Maintains inventory of office supplies and orders/purchases as necessary.

#### Position Responsibilities Specific to Marriage and Family Therapy (MFT)

- o. Communicates academic and departmental information to current students as assigned. This includes things like: giving students information including: syllabi, residency information (hotel, parking passes, etc), details about registration
- p. Supports program residencies, includes processing and submitting paperwork for residency speakers, set up, and breakdown.
- q. Work with Organizational Leadership to plan Hooding Ceremony and reception, ordering of hoods, program and communication of event logistics.
- r. Secure textbook lists from professors and send to students
- s. Invite selected applicants for admissions interviews. Administer writing sample, communicate with applicants and enrollment regarding new student orientation, admissions/welcome information.
- t. Dissertation tracking, Doctoral Project tracking, and field placement tracking and maintaining student records on shared drive.

## Qualifications

### Knowledge, Skills and Abilities:

Computer literacy (Microsoft Office); 1-3 years related work experience; and working familiarity with office equipment (calculator, photocopies, scanner, fax) are required. A keen attention to detail and proven communication skills including command of proper English grammar/spelling are essential. High School degree is required. It is essential that the incumbent exhibits an understanding of, and support for the University's Evangelical Christian mission.

## About Eastern University

Eastern University is a Christian university of the arts and sciences that integrates faith, reason and justice for students in its undergraduate, graduate, Seminary, urban, professional and international programs. **Applicants should have a religious commitment compatible with its mission and be willing to support the mission and vision of the university.** The university complies with federal and state guidelines of nondiscrimination in employment; members of protected classes encouraged to apply.

## **Background Checks**

Standard University employees are required to complete the background clearance process. Employment is contingent upon the successful results of an employment background screening. The employment background screening may include but is not limited to your consumer credit history (for positions that work with the university finances or alumni funds only), verification of education and professional credentials, criminal history, driving history, residency, immigration status, performance, references, and other qualities pertinent to your qualifications for the following position.

Youth Clearances are required for positions with direct contact with children and essential personnel positions. Employees working with or around minor age children are required to complete the youth clearance process which includes the following four child protection clearances:

- 1) Affidavit;
- 2) FBI Criminal Record Check;
- 3) Pennsylvania Department of Human Services Child Abuse History Clearance and;
- 4) Pennsylvania State Police Criminal Record Check.

In accordance with state laws, Act 73 of 2007, Act 153 of 2014, Act 168 (relating to the Child Protective Services Law), school employees of Eastern University who will have "direct contact with children" must complete the background check process prior to employment. Results must be submitted within ten days of receipt.

## **Description Disclaimer**

This description is intended to describe the general level and nature of work performed by the person/people assigned to this position. It is not to be construed as an exhaustive list of duties and responsibilities of the person/people so assigned.