



## INTERNATIONAL INSTITUTE FOR CHRISTIAN STUDIES

### ADMINISTRATIVE ASSISTANT

#### *Position Description*

Supervised by: Operations Director  
Supervises: none  
Works closely with: President, Executive Vice President, and Leadership Team  
Status: Full-time, Hourly

#### **POSITION SUMMARY**

To advance the purpose of the International Institute for Christian Studies, the Administrative Assistant provides administrative support with excellence, and in so doing increases the effectiveness of those giving leadership to IICS.

#### **MAJOR RESPONSIBILITIES**

General administrative duties:

- Provide general office support in a professional manner including, but not limited to: copying, filing, email, answering phones, and handling internal and external correspondence.
- Prepare documents and reports as needed
- Schedule appointments as requested
- Arrange logistics for onsite interviews
- Maintain database of constituent information
- Retrieve and sort postal mail
- Assist with research as directed
- Attendance at and logistic support for the annual Orientation and biennial Professor Conference

Administrative duties specific to the President and Executive Vice President:

- Manage calendars
- Make travel and meeting arrangements
- Assure they are fully briefed and have all required materials and documents for meetings
- Prepare expense reports
- Review monthly donor records, produce reports and assign follow-up tasks

Miscellaneous:

- Keep Vision Map up to date with current Appointees & Teaching Fellows
- Assist in processing weekly gifts
- Collect documentation from Teaching Fellows as directed
- Maintain physical office supplies inventory to meet needs of staff
- Execute with excellence all other tasks as assigned

#### **QUALIFICATIONS**

- Demonstrate deep and abiding commitment to global missions and desire to spread the name of Christ to all corners of the world
- Ongoing call to IICS and its Mission
- Annually affirm IICS's Statement of Faith
- Associate's degree or equivalent experience required

- At least three years previous administrative experience required
- Ability to handle sensitive information in a confidential manner
- Detail and task oriented
- Ability to take initiative, anticipate needs, and work independently without close supervision
- Ability to organize events, workflow and the details involved and work under pressure of deadlines
- Effective oral and written communication skills
- Demonstrated proficiency in computer skills (MS Office, Google-docs, Google-cal, email, etc.)
- Familiarity with Mac programs (Pages, Keynote, etc.) preferred, and the ability to learn new programs