



JOB DESCRIPTION

Position: **Rock U Admin Assistant**
Reports to: **Director of Rock U**
Position Status: **Regular Full-Time, Non-Exempt**

Department : **Rock University**
Effective: **January 2009**
Replaces: **All Previous**
Position Number: **RC-01-09**
Posting Date: **January 6, 2009**
1st Closing Date: **January 13, 2009**

Position Summary:

The incumbent will work with minimal supervision and be responsible for the maintaining of all Rock U ministry functions, maintaining a people first culture among all Rock U staff and volunteers.

Job Responsibilities and Duties:

1. Manage and maintain Rock U class schedules.
2. Open, sort, and distribute incoming correspondence, including faxes and regular mail.
3. Perform general office duties such as ordering supplies, maintaining class records, and performing basic bookkeeping work.
4. Oversees all departmental administration to include answering phones, scheduling, filing, typing, distribution of mail, writing of course descriptions, design of promotional needs, have creative input on curriculum, copying and other routine clerical tasks.
5. Must have experience with Excel, Word, and Powerpoint.
6. Provides support to the Rock University Director, pastors, lay instructors and volunteers.
7. Tracks weekly statistics of students.
8. Track the progress of those having responded to Altar Call all the way to their placement as effective leaders in ministry.
9. Occasionally will have to do weekly night and Sunday registration.
10. Attends and participates in weekly ministry and department team meetings.
11. Assists in the planning and organization of department events.
12. Attends regular opportunities for leadership development and growth.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Rock University Director.

Job Skills and Requirements:

1. Associates degree (AA) or equivalent from two-year college or technical school in accounting. Or one year related experience and/or training; or equivalent combination of education and experience.
2. Ability to be firm but gracious in dealing with staff and ministry leaders.

3. Strong organizational skills.
4. Attention to detail and accuracy, including excellent English composition and proofreading skills. Legible writing skills.
5. Proficient in MS Windows operating systems; Word, Outlook, Excel, PowerPoint and basic internet usage.
6. Strong typing skills (55 wpm).
7. Desire for equipping and or education.
8. Ability to work well under short deadlines, juggle multiple priorities recognize and respond to urgent requests, and quickly adjust to changing priorities.
9. Proficient in MS Window operating system.
10. Strong verbal and written communication skills. Legible writing skills.
11. Self-motivated and flexible in nature to handle other duties and special projects as needed.
12. Experienced in conflict resolution, ability to think clearly under pressure.
13. Demonstrated ability to make independent decisions, based on the vision and values of the Rock Church and Rock University.
14. Ability to provide sound, biblical counsel while recognizing and maintaining confidentiality as appropriate.
15. Ability to work independently or in a team-oriented environment
16. Ability to recognize and maintain confidentiality as appropriate.

Expectations of Staff:

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18.
3. Successful completion of a background check.
4. Pleasant and professional personality and appearance.
5. Regular attendee of a Rock Weekend service.
6. Regular involvement in Rock Church activities, ministries and events.
7. Attendance at all mandatory meetings (and events, as needed).
8. A tithe of 10% to the Rock.
9. Signed acknowledgement of the Rock Church Statement of Faith.
10. Adheres to policies and procedures as stated in the Rock Church employee handbook.
11. Member of the Rock A.R.M.Y.

Physical Requirements

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.