

Job Opportunity



Competitive

Position: Administrative Assistant

Job Vacancy Notice#: RC-17-05

Location: The Rock Church –Rock University

Salary Range: Negotiable Depending on Experience

Employment Category: Regular Full-Time, Non-Exempt

Opening Date: 23 May 2005

Closing Date: Open Until Filled

1st Cut-Off Date 3 June 2005

Area of Consideration: All Sources

Brief Description of Major Duties: Works with minimal supervision and provides administrative support to the Rock University. 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. Must have experience with Excel, Word, and PowerPoint. Provides support to the Rock University pastors, lay teachers, and volunteers. Tracks weekly statistics of students. Occasionally will have to do weekly night and Sunday registration. Attends and participates in weekly ministry and department team meetings. Assists in the planning and organization of department events. Attends regular opportunities for leadership development and growth.

Qualifications & Requirements: Christ-centered behavior (treating people with dignity, respect, compassion and integrity at all times). Pleasant, professional personality and appearance. Demonstrated ability to make independent decisions based on the vision and values of the Rock Church and Rock University. Ability to be firm but gracious in dealing with staff and ministry leaders. Strong organizational skills. Attention to detail and accuracy, including excellent English composition and proofreading skills. Legible writing skills. Proficient in MS Windows operating systems; Word, Outlook, Excel, PowerPoint and basic internet usage. Strong typing skills (55 wpm). Desire for equipping and or education. Ability to work well under short deadlines, juggle multiple priorities recognize and respond to urgent requests, and quickly adjust to changing priorities. Self-motivated and flexible in nature to handle other duties and special projects as needed. Experienced in conflict resolution, ability to think clearly under pressure. Ability to provide sound, biblical counsel while recognizing and maintaining confidentiality as appropriate. Maintains a Class B driver's license and an acceptable driving record (in accordance with the employee's auto insurance carrier and less than two DMV points on driving record). Ability to work independently or in a team-oriented environment. Regular involvement in the Rock Church activities and events. Signed acknowledgement of the Rock Church Statement of Faith. Adheres to policies and procedures as stated in the Rock Church employee handbook. Member of The Rock Church (or willing to transfer membership to The Rock Church).

To be considered for this position, outside applicants are required to complete Application for Employment; in-house applicants are to submit an updated resume. Employee's performance and attendance record will be taken into consideration at the time of the selection process. Selection for an interview does not guarantee promotion or appointment to the position. As part of the employment process, The Rock Church may obtain a Criminal Record Check.

The Rock Church provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Human Resources. The decision on granting reasonable accommodation will be on a case-by-case basis.

Full consideration will be given to all qualified applicants without regard to race, sex, color, age, physical handicap, or national origin. As a Christ-oriented, Bible-believing organization, the Rock Church does reserve the right to exercise preference on the basis of religion in all of its employment decisions.

To apply: visit the website at www.therocksandiego.org to download the application; mail application and resume to Human Resources, 2448 Historic Decatur Road #105, San Diego CA 92106. All mailed applications must be received by the closing date to be considered for the position.