



Serves as event coordinator and facilitates the success of events hosted by the President's office by scheduling events with appropriate offices and agencies, advising/contacting participants or invited guests, preparing agendas and programs, arranging for audiovisual and associated support equipment, using independent judgment regarding event alternatives, modifications, or last-minute changes, and coordinating or providing support during the events.

Performs office management responsibilities by assuring the proper accountability of university property and equipment assigned to the office, providing office personnel with necessary supplies and equipment, and maintaining office equipment in working condition.

Works independently with limited supervision by gathering and organizing required information, maintaining required records, evaluating various approaches to completing projects, developing tools and utilizing available resources to achieve desired outcomes, exercising judgement to make decisions, and assuring effective communication with stakeholders.

Facilitates efficient and cost-effective official travel for the President and other official visitors by making travel arrangements and preparing associated approval forms and expense reports for travelers.

Prepares correspondence for distribution or approval and signature, checking the documents for completeness and accuracy.

Performs records management of a complex filing system by overseeing the filing system, creating files and records as necessary using judgment and knowledge of office requirements, updating files and records, determining retention and purging schedules, and retrieving files and documents as needed.

Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.

Performs related duties as required.

Required:

Bachelor's Degree from an accredited institution of higher education in Business Administration, Public Administration, Education or related field and 5-7 years of work experience or the equivalent.

Is a committed Christian and in good standing with a local church.

Is in complete agreement with the doctrinal position (items 1-8) of the college (including but not limited to the CBS Doctrinal Statement, The CBS Statement on Biblical Gender Roles, The CBS Biblical Statement on the Sanctity of Human Life, The CBS Biblical Statement on Human Sexuality and the CBS Definition of Marriage) and able to sign its doctrinal statement without reservation.

Excellent verbal and written communication and time management skills; proven ability to meet deadlines.

Exceptional organizational skills and impeccable attention to detail.

High degree of professionalism in dealing with diverse groups of people, including Board

Ability to maintain a high level of integrity and discretion in handling confidential information.

Knowledge of FERPA and other applicable laws.

Ability to complete a high volume of tasks and projects with little or no guidance.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Strong Proficiency in Microsoft Office Business desktop tools to include Word, Excel,

PowerPoint, Outlook, as well as electronic communications such as e-mail, calendars, etc.

Ability to learn various software and systems as required by the college or service providers.

Preparation of Board Agendas and Minutes of committee and board meetings.

All additional measurements of expectation and performance will be designed, documented and