Corban University
Position Description

Administrative Assistant – Center for Global Engagement (CGE)

DEPARTMENT: Center for Global Engagement
REPORTS TO: Dean of Global Initiatives
SUPERVISES: N/A
FLSA STATUS: Non-Exempt/Part Time
REVISED: June, 2015

Application Process on Following Page

MISSION: To educate Christians who will make a difference in the world for Jesus Christ.

SUMMARY: The Administrative Assistant will serve as support staff to the Dean of Global Initiatives and the Center for Global Engagement (CGE). Duties include a range of responsibilities related to the Corban University CGE global programming, international programs, and CGE events. The position will involve data input and processing including liaising with the university registrar, paperwork submission, event preparation, newsletter communication, international visitor hosting and a number of tasks related to all facets of the Center for Global Engagement.

ESSENTIAL FUNCTIONS:
• Monitoring and maintaining program databases (Excel/Access), student academic data input and program assessment data in collaboration with the university registrar’s office and data management office.
• Preparing financial documents (travel/reimbursement/other payments) for the reimbursement of expenses and payment of expenses.
• Assisting with program website updates and newsletter communications.
• Supporting and hosting international guests, and speakers and conferences.
• Communicating with students, administrators and other entities.
• Assisting in evaluating and improving existing programs with direction from the dean.
• Updating university information with CGE events, providing communication both internal and external to the university.
• Planning and supporting cultural integration workshops and seminars on campus or other venues.
• Assisting students and international visitors with Visa/immigration, including preparing study visa invitation letters.
• Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:
• Ability to work well in a team
• Ability to effectively and gracefully manage multiple competing priorities
• Demonstrated ability to develop effective working relationships and collaborate with a wide variety of faculty, staff and students both domestic and abroad
• Strong interpersonal skills and ability to be sensitive to people of diverse backgrounds
• Clear demonstration of cultural awareness and an ability to adapt to different cultures including the capability to function effectively in a variety of national, ethnic and organizational settings
In new cultural situations, the successful applicant will be able to make appropriate adjustments to understand and behave effectively in diverse settings.

QUALIFICATIONS AND REQUIREMENTS:
- Bachelor’s degree required
- Minimum 2 years experience in an Administrative position or equivalent experience
- Evangelical Christian commitment and lifestyle consistent with the university’s mission as described in our Statement of Faith
- Candidates should value an environment that reflects the diversity of God’s kingdom, engages in global concerns and connects culturally

WORKING CONDITIONS:
- Traditional office environment
- Some evening or weekend work as events require
- May require limited travel
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Corban University is a private, co-educational, university of liberal arts, ministry and professional studies with a mission to educate Christians who will make a difference in the world for Jesus Christ. All employees are expected to model servant leadership to customers, including other employees, students and the public. Corban values and encourages qualified applicants who are diverse in gender, age, ethnicity, race and/or ability, and seeks candidates who will interact with the Corban community in a way that reflects a commitment to cultural proficiency. Where permitted by law and consistent with the school’s history, mission and core values, Corban exercises religious preference throughout the University. Candidates must have a personal relationship with Jesus Christ, evidence a mature Christian faith and be an active member in a local church.

To Apply
Interested Candidates please submit the following:
- A cover letter of expressed interest
- Resume
- Brief testimony
- Completed Corban staff application (found on our website: www.corban.edu/employment)
- The following supplemental question:

  In two pages or less, share how your upbringing, family background or experience has influenced your personal approach to leadership.

Send or Email (preferred) to:
Corban University
Department of Human Resources
5000 Deer Park Drive SE
Salem, OR 97317
jobs@corban.edu
FAX: 503.585.4316