

## **Job Description for Administrative Assistant**

[The Robert E. Webber Institute for Worship Studies](#) is seeking qualified candidates for the role of Administrative Assistant. IWS is a graduate institution currently celebrating 25 years of training leaders in Christian worship renewal. The faculty, staff and student body represent diverse denominational affiliations.

Offices are located at Hendricks Avenue Baptist Church, 4001 Hendricks Avenue, Jacksonville, FL. While intensive course sessions are held at this campus twice yearly, in January and June, the position requires the ability to work at this location on a regular basis.

The IWS Administrative Assistant provides administrative support for the Office of the Acting President and oversees overall functions of the IWS office. The role is appointed by and responsible to the Acting Provost.

The position is part time and non-exempt status.  
Hours per week: approximately 25

### Office duties include:

Serve IWS publicly through professional in-person, electronic, and phone interaction.  
Perform general clerical duties.  
Design, implement and maintain necessary organizational systems that support the IWS office.  
Oversee inventory of office furniture and supplies, including ongoing maintenance and additions as needed.  
Oversee the general maintenance of office space, including appropriate government postings; interact with suppliers/vendors.  
Assist Enrollment Management in supplying IWS recruiting materials.  
Attend relevant continuing education events (at IWS' expense).  
Keep necessary data updated each IWS term, including contact information, host home information, church directories, etc).

### Administrative support duties include:

Interface with the Acting President and Acting Provost offices on a regular basis.  
Prepare correspondence, as requested and authorized by the Acting President or Acting Provost.  
Assist in coordination and facilitating the Acting President's schedule.  
Assist Director of Enrollment with communications to applicants, processing transcript requests, as well as packing materials for conferences.  
Provide administrative assistance as needed and requested.

Schedule Microsoft Teams meetings as directed.  
Coordinate with Acting President concerning support for Board meetings.  
In conjunction with the accounting office, manage the IWS Popup Bookstore Shop,  
Record contributions, process credit card payments.  
Perform other duties as assigned.

Expectations and Characteristics:

Strong Christian commitment and character  
Supportive of the vision for IWS  
Strong organizational and prioritization skills  
Regular involvement in a local church  
Cooperative and congenial  
Professional demeanor and excellent attention to detail  
Flexible with time commitment, including able to increase hours during busy seasons (especially on-campus sessions) as needed  
Able to keep confidences and discipline comments  
Proactive in tackling long-term projects  
Willing to accept supervision and speak into the best use of their own skills  
Excellent computer skills (Experience with Microsoft Word, Excel, PowerPoint, and Teams; Zoom. Willing to learn Canvas LMS and Populi CMS)  
Ability to compose appropriate business correspondence

Send resume and letter of interest to [dfrankland@iws.edu](mailto:dfrankland@iws.edu)  
Please include at least three references with contact information.