

Huntsville Bible College

May 22, 2023

Job Title: Administrative Support Specialist

Job Description: This is a part-time position and encompasses the responsibility of the Administrative Support Specialist including the duties of Technical Support, Student Services, and Financial Aid Assistant.

Responsibilities:

1. Handling incoming calls and other communications.
2. Managing filing system, organizing and maintaining an office and supplies in common areas, and maintaining equipment inventories.
3. Recording minutes of meetings as needed.
4. Updating paperwork, maintaining documents and mailouts.
5. Performing general office clerk duties and errands.
6. Organizing travel by booking accommodations and reservations needs as required
7. Provide input to State and National accrediting and licensing agencies
8. Input and manage contributions in Church Plus
9. Provide support to staff, faculty and, students regarding the computer, software, and online platform issues.
10. To assess students' financial aid applications and make recommendations.
11. Help to compile financial aid packages for students
12. Review and verify all students' financial documents to determine their current financial situation.

Qualifications:

- An Associate or Bachelor of Science degree in business, accounting, or related field or experience is preferred.
- Ability to write clearly and help with word processing when necessary.
- Ability to organize and manage files
- Warm personality with strong communication skills.
- Proficient computer skills and the ability to set up for instructions and conferences
- Ability to work with others and with limited supervision

Reports to president

Salary Range: **Based on Experience**