

Reformed University Fellowship
Office Assistant to Campus Minister
Job Description – Example

This is a sample job description. No one works the same way, so it has to be adjusted for each one's personal work style and needs. This is intended to be rather comprehensive, so an ordinary Campus Minister will find many items here which do not apply to him.

Purpose

To assist the Campus Minister with administrative work so that he can focus on his students and his campus

Goals:

1. Maintain the office
2. Help with the student ministry
3. Help with presbytery and RUF national relations
4. Manage development

Qualifications

1. Trustworthy
2. Dependable
3. Organized
4. Detail-oriented
5. Able to work alone
6. Initiative to solve problems
7. Available 48 weeks per year
8. Available at least two days per week
9. Skills required:
 - a. Typing
 - b. Word Processor (e.g. *WordPerfect*, *MS Word*)
 - c. Organizing
 - d. Web page management (e.g. *Joomla*, *WordPress*)

Responsibilities

- A. Maintain the office
 1. Answer telephone and check answering machine
 2. Open and sort mail
 3. Pay bills
 4. Balance checking and credit card accounts
 5. Submit expense reports
 6. File papers
 7. Make deliveries and pickups (e.g. to the post office)
 8. Organize office
 9. Dust, vacuum, empty trash and recycling, clean computer keyboards, mouses, and screens
 10. Maintain Karani records
 11. Maintain office supplies and equipment
 12. Maintain computer files and backups
 13. Maintain booktable
 14. Maintain website, Facebook page, etc.

- B. Help with the student ministry
 - 15. Obtain, assemble, and distribute materials for freshman outreach and other events
 - 16. Produce handouts for sermons, conferences, etc.

- C. Help with presbytery and RUF national relations
 - 17. Remind Campus Minister to submit campus report to his Area Coordinator on time
 - 18. Ensure that the campus budget is prepared and submitted on time
 - 19. Help Campus Minister to submit Permanent Committee report on time
 - 20. Check in with the committee chairman once per quarter
 - 21. Provide information and materials as needed

- D. Manage development
 - 22. Send biweekly donor thank-you note
 - 23. Send monthly email news
 - 24. Prepare and mail quarterly newsletters
 - 25. Notify Campus Minister of large donations
 - 26. Notify Campus Minister of unusual donor activity
 - 27. Identify and contact lapsed donors
 - 28. Produce and maintain up-to-date brochures and other development materials
 - 29. Maintain a display for mission conferences
 - 30. Maintain a slide show or video loop for mission conferences

Reporting:

- 1. To the Campus Minister
- 2. Email a summary of work accomplished at the end of each work day
- 3. Maintain the Job Checklist
- 4. Keep a record of hours worked

Job Schedule

Daily:

1. Check email
2. Check answering machine
3. Check "Receipts and Reservations" email folder
4. Open, sort, and process mail
5. Pay bills
6. Record expenses in Quicken
7. Update Quicken accounts
8. Update Karani
9. Update website, Facebook page, etc.
10. File papers
11. Shelve books
12. Misc
13. Update Job Checklist
14. Post your hours
15. Send email report to David
16. Turn off monitors, close windows, turn off heat when you leave

Weekly:

1. Submit expense reports
2. Notify Campus Minister of large donations and unusual donor activity
3. Update Karani as needed

Biweekly:

1. Send donor thank-you
2. Dust, empty trash and recycling bins

Monthly:

1. Balance checking and credit card accounts on Quicken
2. Notify Campus Minister of major changes in his account
3. Send email news
4. Vacuum

Quarterly:

1. Inventory office supplies and order as necessary
2. Inventory printer and copier supplies and order as necessary
3. Remind Campus Minister to submit campus report to his Area Coordinator
4. Prepare and mail newsletters
5. Check in with the committee chairman
6. Clean computer keyboards, mouses, and screens

Semesterly:

1. Help coordinate Mid-Atlantic conferences
2. Call committee chairmen or pastors

Semi-Annually:

1. Copy files onto a flashdrive and mail to a secure location

Annually:

1. Ensure that budget is submitted in November
2. Help Campus Minister to submit permanent committee report by February deadline