



Bachelor of Social Work Program Assistant – Part-Time

Point University is a private liberal arts institution that educates our students within a Christian worldview, so they are equipped to take their faith into the marketplace and all of life while achieving their professional goals. We are training the next generation of Christian leaders to take the cross to more job sites, churches, industries, and nations than ever before.

The Program Assistant for the Social Work Program will develop a thorough knowledge of the University, program, student support services, and university processes to assist with managing Social Work program office. This position will support Program Director, Field Education Director, faculty, and students.

Essential Duties

- **Perform Administrative Duties to Support Social Work Program:** The Program Assistant will respond to inquiries from future and current students, employees, prospective and current field instructors; maintain standards of confidentiality and privacy in accordance with the University, FERPA, student records, and any other protected documentation. This position will assist in managing course audits, curriculum, staff meetings, and other processes and functions of the program. Other tasks include creating reports and correspondence, updating program materials, managing calendars, scheduling meetings and events, preparing and maintaining meeting minutes.
- **Provide Program Support:** The Program Assistant answers and routes phone calls to serve the needs of students and faculty; coordinates the student evaluation process; maintains and organizes academic documents, field education forms, files, and records.
- **Support Student Success:** The Program Assistant assists with student program and field education applications; provides information for students regarding scheduling and advising; assists students in finding appropriate resources at the University.
- **Engage in the Point University Community:** The Program Assistant will serve on committees and collaborate with other programs and departments and professional organizations for development and to share best practices; participate in recruiting, enrollment, and retention events; serve on university committees and perform other job-related duties as assigned.
- **Demonstrate Professionalism:** The Program Assistant will demonstrate professionalism and provide quality customer service in accordance with the University's values; maintain positive working relationships and make decisions and solve problems. Maintain confidentiality, positive communication, accurate records, and strong organizational skills. Exhibit flexibility, willingness to learn, ability to change, and maintain current technology skills.

Requirements

- **Education:** Minimum of an Associate's Degree. Bachelor Degree preferred. Preferably in Business or Education.
- **Experience:** Minimum of three years of experience in office administration. Some experience in higher education preferred.

Key Competencies

- Thorough knowledge of general office practices and procedures; considerable knowledge of office record keeping and reporting practices and procedures.
- Thorough knowledge of business English, grammar, and composition.
- Proficient with the MS Office Software programs including Outlook, Word, Excel and Power Point.

- Ability to interpret program policies and procedures; ability to independently plan, organize and carry out work assignments.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain positive business relationships with other faculty, staff, students, agencies and with the public.
- Excellent time management skills.
- Strong organizational skills.
- Creative thinking.