

Office Assistant

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.

Point University is seeking a part-time Office Assistant for the Savannah Site. The Office Assistant serves as additional help for the Savannah Site. This position is multi-faceted, so the ability to multi-task and produce in high stress environments is required. Possessing effective communication skills and taking initiative in project planning are must haves to succeed in this position and in the work environment.

Essential Responsibilities

- Assist in keeping the office running smoothly and efficiently.
- Provide support for ongoing projects.
- Work collaboratively with other departments to provide the best service for the students and partnerships.
- Give assistance with any preparation that is needed for events both at the Savannah Site and at the partnerships.
- Attend and assist with orientation events and graduation ceremonies.
- Assist with student documentation.
- Monitor DCE Savannah social media and create posts to increase student engagement as well as keeping the public informed of events and other information.
- Other tasks as assigned.

Required Attributes and Skills

- Outstanding organizational skills; able to multi-task.
- Must seek to take the initiative and has demonstrated a strong work ethic.
- Willingness to complete the tasks needed to help the site run smoothly.
- Excellent interpersonal, communication and teamwork skills.
- Excellent computer skills: word processing, spreadsheets, data bases, and social networking
- Flexibility to work occasional nights and/or weekends
- 30% travel, some may require overnight stays

Preferred

- Experience in sales, marketing, or education.
- Experience working with Georgia Student Finance Commission and state funding programs
- Fluency in Spanish and English