



**Department:** School of Biblical Counseling

**Start date:** August 6, 2018 (or when filled)

**Job title:** SBC Administrative Assistant

**Reports to:** Carly Robinson

**Hours:** Onsite, Full-time (40 hours/week), non-exempt

**Job Description:** This position will provide administrative support to the School of Biblical Counseling staff and faculty. Specifics include:

- Providing customer service for students by answering phone and email inquiries
- Assisting with new semester preparations (post courses on website, answer student inquiries, process copyright fees)
- Editing-update documents, forms, and online course content
- Assisting with recitation instructor (RI) onboarding, allocation, and payment
- Maintaining records (enrollments, status changes, grades, transcripts, certificates)
- Placing faculty book orders
- Handling occasional copying, mailing, and file organization
- Scheduling and help preparing for SBC events (faculty Q&As, faculty/RI meetings, Summer Intensive, etc.)
- Supporting CCEF faculty with Westminster MA online course administration
- Ensuring smooth departmental workflow by meeting other administrative needs as they arise

**Requirements:**

- Travel- 5% or less

**Qualifications:**

- Some college education is preferred
- Detail oriented
- Enthusiastic about biblical counseling education
- Proactive in work and communication
- Comfortable working with remote employees
- Prior administrative experience, familiarity with CCEF's certificate courses, and proficiency in Google Suite apps and Microsoft Word is preferred.
- Experience with Canvas, Salesforce, Slack, and Asana is a plus

Resume and cover letter accepted through July 13, 2018. Please send them to Charlotte Eastlack, Director of Business & Finance, ceastlack@ccef.org.

Candidates must possess an appreciation for and congruence with the stated Christian mission of CCEF to restore Christ to counseling and counseling to the church by thinking biblically about the issues of living in order to equip the church to meet counseling-related needs.