



CHRISTIAN UNION

Administrative Assistant to Vice President Christian Union Universities (VPCUU)

Job Description:

Organization Background:

Christian Union was formed in 2002 for the purpose, by God's power and with the help of other ministries, to change the world by bringing sweeping spiritual transformation to the nation's most strategic universities, thereby developing and mobilizing godly leadership for all sectors of society. The ministry is in need of dynamic and energetic Christians desirous of expanding the knowledge of Jesus Christ in these institutions. For more information, the ministry website can be referenced here: www.ChristianUnion.org.

Description:

Christian Union seeks a qualified individual to serve in a part-time position that provides support to Christian Union Universities. The position requires versatility, administrative and organizational skills, attention to detail, and teamwork. It includes financial, administrative, event and project coordination, metrics, liaison between staff and executives, and various other tasks as needed.

This position reports to the VP of CUU.

Responsibilities:

- Provide a full range of secretarial and administrative support for ministry projects
- Manage the calendar of the VP, CUU and set up meetings upon request with internal and external contacts.
- Function as a gatekeeper between VP of CUU and Faculty
- Prepare and submit expense reports monthly for VP, CUU
- Monitor ministry faculty expense reports for accuracy and alignment with policy
- Assist with the preparation and execution of Zoom meetings and ministry events.
- Assist in facilitating communication regarding team meetings, retreats, and other correspondence as assigned.
- Schedule and document Mid and Yearly Performance Reviews for ministry faculty on behalf of VP, CUU
- Regularly check and correct the various google docs to see if they conform to CU standards

- Coordinate projects as requested by VP of CUU
- Perform general CUU errands on behalf of VP CUU
- Anticipate needs/schedule of the VP, CUU
- Plan travel arrangements and follow-up expense documentation for VP, CUU as needed.
- Other duties as required

Competencies Required:

- Strong devotion to Jesus Christ and a consistent Christian lifestyle
- In agreement with Christian Union's Statement of Faith and Ethics
- A professional, positive manner with which to represent the ministry
- Ability to prioritize and manage multiple projects simultaneously and follow through on issues in a timely manner
- Excellent written and verbal communication skills
- Prior experience with general office management tasks
- Proficient with Google docs suite
- IT skills a plus

Location:

Anywhere in the US, but Northeast or Mid-Atlantic is preferred.

Hours and Pay:

Twenty hours each week. The administrative assistant will submit a time-sheet bi-monthly and be paid \$23 per hour.

Preference:

Preference is given to candidates who can start immediately.

Application Process:

Interested applicants should send a cover letter and resume to: opportunities@christianunion.org