

Truett McConnell

U N I V E R S I T Y

Job Announcement

Job Title: Administrative Assistant

Department: Academic Services - Pilgram Marpeck School of STEM

Reports To: Chair, School of STEM

Pay Status: Non-Exempt

Position Status: Part Time

Approved By:

Chair, School of STEM

Position Summary: The successful candidate **will** be an active Christian who will work with the Chair and faculty of the Pilgram Marpeck School of STEM to ensure delivery of high-quality educational opportunities to all students enrolled in courses and participating in research activities in the School of STEM. This position is responsible for coordinating the administrative functions of the Pilgram Marpeck School of STEM and assisting the Chair in managing the day-to-day operations of the School.

Knowledge, Skills, and Abilities:

- Excellent computer skills required; working knowledge of word processing and spreadsheet software as well as social media platforms
- Good interpersonal, organizational, and communication skills
- Ability to understand technical manuals and terminology
- Knowledge of modern accounting practices and procedures
- Must be familiar with general course content and offerings

Minimum Education & Experience Requirements:

- College degree preferred
- Proficiency in business and/or higher education administration

Application Submission Process:

Please submit completed TMU application and resume to: kwise@tmu.edu or

Truett McConnell University

Attn: Kurt Wise, Creation Research

100 Alumni Dr., Cleveland, GA 30528

Deadline to submit resumes: **until filled**

Truett McConnell University does not illegally discriminate against any individual for reasons of race, color, national origin, age, disability, or veteran status; however, the University may discriminate on religious grounds in its employment practices in order to fulfill its mission. It is the policy preference of Truett McConnell University to hire employees who are Christians, active in their churches and supportive of the goals of the University. Preferences in hiring exist for persons of the Southern Baptist faith. The University is also committed to building a more ethnic and racially diverse faculty.