

# **Administrative Assistant (part time)**

## **Bishopdale Theological College**

### **Diocese of Nelson**

#### **Position Description**

**College vision:** Visionary servant leaders for vibrant, serving churches

**Position:** To support the vision and mission of the College by providing administrative support for College staff, including the librarian and part-time tutors. The successful applicant will be part of a Christian ministry team at the College.

**Responsible to:** The Registrar of Bishopdale Theological College (BTC)

**Relationships:** The BTC Dean, Registrar, Ministry Education Coordinator, and tutorial staff  
The Librarian  
Anglican Centre staff  
BTC and other theological students  
Clergy and lay members of the Diocese of Nelson  
Visitors to the College

**Hours:** Initially 6 hours per week, three mornings

#### **Experience and skills required**

Previous experience in office/administrative work

Computer skills including familiarity with Microsoft Office programmes

#### **Primary Objectives**

<b>KEY TASKS</b>	<b>PERFORMANCE STANDARDS</b>
<b>Information services</b>	
Collating and organising production of information pack	Levels of information delivery will be prompt and maintained to high standards
Communications: receiving and relaying inquiries, including dealing with visitor inquiries, phone calls, office emails and post, tradesmen and consultants. This includes liaison with the Anglican Centre	Inquiries, relaying of requests, and passing on of information will be dealt with promptly, and to a high standard. Services offered will meet customer needs
<b>Financial</b>	
Receiving, collating, coding, and issuing invoices. Liaison with Anglican Centre in	The Registrar is kept fully informed of actual spending in relation to the budget

relation to banking.	
<b>Resources and supplies</b>	
Ordering and stocktaking stationery, office equipment, kitchen consumables etc in consultation with other staff.	New resources bought promptly and economically. The Registrar is kept informed of resource availability
<b>Other duties</b>	
Photocopying and scanning. Collating course materials for tutors and students	The workload will be efficiently and effectively organised Hours of available assistance are maximised
Keeping a register of the key holders	The register is amended when keys are issued and/or returned
Changing the computer network backup tape	Tapes are changed regularly
Catering arrangements for college events	Satisfactory arrangements are made
Further duties as required	Other tasks undertaken from time to time co-operatively, and with commitment.
<b>Health and Safety</b>	<b>Health and Safety</b>
Take all practical steps to ensure personal safety and the safety of all customers and students	Work practice and equipment monitored for safety.