



# Seventh-day Adventist® Church

TEXAS CONFERENCE

## JOB POSTING

**TITLE:** Administrative Assistant  
**DEPARTMENT:** Education Department  
**REPORTS TO:** Vice-President for Education  
**STATUS/RATE** Full-time, non-exempt, 56%-76% (18.79/hr. - \$25.50/hr.)

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### **POSITION SUMMARY**

We seek a highly organized and professional individual to serve as the Administrative Assistant to the Vice-President for Education/Superintendent & Associate Superintendents. This critical role will provide comprehensive administrative support to the administrative team and ensure the efficient operation of the department.

### **RESPONSIBILITIES**

- Screen and prioritize incoming communications, including phone calls, emails, and mail.
- Manage substitute teacher payroll portal and communicate with schools for proper documentation of employees' leave.
- Manage the financial aspects of the Office of Education by submitting check requests, handling reimbursement requests, and ensuring proper documentation of payments.
- Assist the Superintendent with certification documentation for educators.
- Prepare and edit correspondence, reports, and presentations on behalf of the Superintendent.
- Maintain financial records for the Superintendent's/Departmental budgets and work with treasury to ensure all items are correctly documented.
- Maintain confidential files and records, including personnel files and sensitive documents.
- Coordinate travel arrangements and accommodations for the Superintendent and other personnel as needed.
- Serve as a liaison between the Superintendent and internal/external stakeholders, including staff, parents, community members, and partner organizations.
- Provide administrative support to the administrative team as directed.
- Perform other duties as assigned to support the efficient operation of the department.

### **SKILLS, EDUCATION & EXPERIENCE**

- High school diploma or equivalent; bachelor's degree preferred.
- Proven experience as an administrative or executive assistant, preferably in an educational setting.
- Strong organizational and time management skills with the ability to prioritize tasks and meet deadlines.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Strong attention to detail and accuracy.
- Ability to work effectively both independently and as part of a team.

- Ability to meet deadlines and perform all job duties with minimum supervision; ability to work under pressure.

### **TYPICAL PHYSICAL DEMANDS**

- Requires sitting, standing, bending, and reaching.
- Ability to lift 50 pounds.
- Requires manual dexterity to operate standard office machines such as computers, copy machines, calculators, telephones, and other office equipment.
- Requires normal range of hearing and vision.
- Requires ability to travel commercially and/or individually provided.
- Must possess strong oral and written communication skills.

### **COMMITMENT TO SEVENTH-DAY ADVENTIST FAITH AND TEACHINGS**

- Must be committed to the mission of the Seventh-day Adventist Church and the Conference and actively live this mission through all work performed.
- Must be a baptized member of the Seventh-day Adventist Church in regular standing.
- Must remain an active and tithing member of the Seventh-day Adventist Church throughout employment.
- Must be a positive model and teacher of Seventh-day Adventist faith and teachings.

### **WORKING CONDITIONS**

Busy environment, requiring constant workflow and phone communication with constituents. Essential responsibilities are performed in a sedentary and comfortable manner. Tasks are usually performed under typical office conditions with little or no noticeable discomfort. The position may require minimum travel, either locally or out of the area (two to three times per year). Regular office hours are Monday through Thursday. Friday work is at the discretion of the supervisor. Overtime is rarely required and never permitted without the supervisor's prior approval.

**Candidate must be authorized to work in the United States.**

**\* \* \*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

### **APPLICATION PROCESS**

To apply, please submit the following to Tatiana Meharry, Human Resources Director, at [HumanResources@txsda.org](mailto:HumanResources@txsda.org):

1. [Completed Texas Conference Employment Application](#)
2. A resume with your contact information
3. Names and contact information of three individuals who can provide professional references.

PDF format is preferred for all documents being submitted.

*Note: Interviews may occur before the final resume due date, so prompt submission is encouraged.*