

**Administrative Assistant**

Legal Department  
Position Description

Supervised by: General Counsel

Status: Full-time / Non-Exempt

Location: InterVarsity's National Service Center - Madison, WI

**To advance the purpose of InterVarsity, this position will** provide administrative support to the Legal Department and manage logistics and communication for the Board of Trustees.

**MAJOR RESPONSIBILITIES:****Manage administrative duties for the Legal department by:**

- Acting as the main point of contact for all inquiries to the department including those related to bank accounts, tax exemption information, determination letter, and Tax ID number
- Filing required government reports, completing applications to obtain tax exemptions and renewing existing exemptions
- Changing Registered Agents of States as necessary
- Maintaining an accurate inventory of the contents of the corporate safe deposit box and a record of the changes in its contents
- Maintaining a corporate tickler file
- Processing all incoming mail and authorizing payment of invoices
- Ensuring the Legal Department files remain up-to-date, removing inactive files to storage, and destroying obsolete files
- Obtaining, monitoring, and terminating all postal permits of the Corporation
- Establishing and terminating all bank accounts of the Corporation, including preparing and completing signature cards
- Maintaining appropriate inventory and purchasing office supplies for the Legal Department
- Partnering with IS to maintain Legal Department computer equipment: computers, printer, fax and software
- Performing typing, filing, and photocopying, as requested

**Maintain technical and professional growth and development:**

- Stay current with computer programs InterVarsity uses to support the above functions
- Attend workshops and classes as necessary

**QUALIFICATIONS:**

- Annually affirm InterVarsity's Statement of Faith
- Bachelor's degree or equivalent experience is required
- 2 years of experience in a legal secretary position.
- Work effectively with minimal supervision
- Exercise independent judgment especially to prioritize work
- Previous experience working in a team setting
- Strong problem solving skills required
- Proven ability to organize events and the details involved
- Strong oral and written communication skills
- Ability to take charge of tasks, work independently and meet deadlines
- A working knowledge of WordPerfect and current Microsoft Software applications (Word, Excel, Access and PowerPoint) is required
- Demonstrated ability and commitment to work in a diverse team environment

**Legal Administrative Assistant  
InterVarsity Christian Fellowship/USA**

**Frame of Reference**

All staff members subscribe annually to the Purpose Statement of InterVarsity:

*In response to God's love, grace and truth:*  
The purpose of InterVarsity Christian Fellowship/USA is  
to establish and advance at colleges and universities  
witnessing communities of students and faculty  
who follow Jesus as Savior and Lord:  
growing in love for God,  
God's Word,  
God's people of every ethnicity and culture  
and God's purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God's people. Within the context of InterVarsity's purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

Values:

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

Maturing Disciple of Jesus Christ:

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control." In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

Team Work:

Each individual staff person is a vital member of Christ's body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. "Whatever your task, work heartily, as serving the Lord." (Colossians 3:23a)