

Senior Administrator

Collegiate Ministries
Position Description

Supervised by: Regional or Divisional Director
Supervises: Administrative staff, as delegated
Status: Exempt
National Salary Structure: National 5

POSITION SUMMARY

To advance the purpose of InterVarsity, this position provides support for the Regional or Divisional Director and his/her area of responsibility by assisting with implementation of the vision; serving as a liaison with audiences inside and outside of InterVarsity; and exercising good judgment in the implementation of policies and objectives.

MAJOR RESPONSIBILITIES

Personal

- Be a maturing disciple of Jesus Christ: growing in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world.

Administration

- Provide substantive administrative assistance to the Director by:
 - * Acting independently on behalf of the Director while serving as a liaison with various teams including members of the Leadership Team, leaders from other InterVarsity regions/divisions, staff directors, staff, donors, and students
 - * Managing the preparation, production, and distribution of prayer letters, newsletters, and other printed materials for the Director and other members of the Leadership Team, as directed
 - * Designing and maintaining complex daily, monthly, and annual schedules
 - * Organizing and maintaining a variety of paper and electronic files and databases including confidential files, mailing lists, meeting minutes, and the Director's contacts, major donor lists, and staff and volunteer lists
 - * Preparing and monitoring regional reports, including Fall Field Report (FFR) and Annual Field Report (AFR)
 - * Providing general administrative services including but not limited to faxing, copying, filing, answering phones, handling correspondence, email, and phone messages, and preparing other communication from notes and rough drafts
 - * Managing the regional website, if directed
 - * Managing projects, as assigned
- Provide comprehensive financial assistance to the Director by:
 - * Managing office finances including oversight and review of expense reports, Pcard accounts, primary office accounts, and office expenses, as well as the annual budget, to ensure the accuracy of charges and to manage spending within budget
 - * Purchasing and maintaining an inventory of supplies, verifying orders and invoices against purchase requests
- Provide logistical support for the Director by:
 - * Participating in and coordinating Leadership Team meeting logistics and developing follow-up reports and plans
 - * Exercising independent judgment in managing logistics, registration, vendor relations, and budgets for programs, meetings, conferences, camps, training programs, recruiting and interviewing events, and other events

Communication

- Communicate with a wide variety of internal and external audiences, departments, and organizations on behalf of the Director and other members of the Leadership Team
- Serve as a liaison on behalf of the Director with regional, divisional, and area staff, including distributing information needed by staff, and monitoring receipt of regular reports

- Draft and keep records of various forms of correspondence and communications on behalf of the Director and other members of the Leadership Team
- Ensure compliance with national requirements, processes, and procedures
- Expedite team-wide communication on behalf of the Director
- Be in active communication with other assistants

Fund Development and Public Relations

- As required, raise a portion of salary in an amount or percentage agreed upon with the Director
- Communicate regularly with current and potential donors, churches, prayer support team members, friends and family regarding ministry with InterVarsity

QUALIFICATIONS

- Annually affirm InterVarsity's Statement of Faith
- Bachelor's degree or equivalent education/experience
- Previous administrative experience strongly preferred
- Ability to handle sensitive information in a confidential manner
- Demonstrated ability and commitment to work in a diverse team environment
- Project management skills, including the ability to monitor and coordinate a wide variety of reports
- Ability to take initiative and work independently with minimal amount of direct supervision
- Working knowledge of Microsoft applications, including Word, Excel, PowerPoint, Outlook, and Access
- Prior or current experience with InterVarsity as a staff member or student preferred
- Effective oral and written communication skills
- Ability to organize events, workflow, and the details involved and work under pressure of deadlines
- Available to travel for business to local and out-of-town management meetings, including the triennial Urbana Student Missions Convention and National Staff Conference
- Ability and openness to learning new concepts, skills, and methods
- Willingness to raise a mutually agreed upon amount of personal support, as required

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)