



## **JOB DESCRIPTION:**

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<b>Position:</b>	<b>Administrative PA / DoSS</b>
<b>Employer:</b>	<b>Fulton Adventist University College – an institution of the Trans Pacific Union Mission (TPUM) of the Seventh- day Adventist Church</b>
<b>Location:</b>	<b>Fulton Adventist University College, Sabeto Campus, Nadi Fiji</b>
<b>Revised:</b>	<b>October, 2021</b>

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### **Fulton Adventist University College Mission Statement:**

The Mission of Fulton is to empower graduates through quality Adventist Higher Education for dedicated service to the South Pacific Community.

### **Position Summary:**

**The Role of the Administrative PA Director of Student Services of Fulton Adventist University College is to:**

1. Provide administrative support to the Director of Student Services with special attention to Student Immigration, Work Education Program and Student Activities.
2. Be the relief receptionist for the College; when required.

### **Qualifications Required:**

1. Must be a practising baptised member of the Seventh-day Adventist Church with a strong commitment to its mission and lifestyle. This would incorporate an active relationship with Jesus Christ characterised by a deep desire for worship and service to God.
2. A sound working knowledge of a policies and procedures as followed in Seventh-day Adventist tertiary educational institutions.
3. Appropriate tertiary qualifications and experience.

### **Core Competencies:**

1. Excellent interpersonal skills in a cross-cultural context.
2. Excellent organisational skills.
3. Proven ability to maintain confidentiality.
4. A sound understanding of relevant employment practice and law

5. A broad understanding of the operational practices and culture of the Seventh-day Adventist Church in the South Pacific.
6. The ability to analyse and to verify the accuracy of data.
7. An aptitude for cross-cultural communication.

### **Specific Responsibilities:**

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1. Provide administrative and secretarial support to the Director of Student Services, including management of documents and correspondence.
2. Screen phone calls for the Director of Student Services and manage appointments as appropriate.
3. Provide excellent customer service to all the visitors, students, faculty and staff of the College.
4. Facilitate the smooth transition of new students into the Fulton community.
5. Establish and maintain a caring professional relationship with students.
6. During the semester, prepare a weekly email for distribution on Thursdays advising students, faculty and staff of the upcoming events; especially weekend events and the following week.
7. In consultation with the Director of Student Services and Residence Director, process requests for leave and end of semester intention forms and advise the Food Services Director of these numbers.
8. Maintain a register documenting weekend leave and end of semester intention forms for all students.
9. Publish annually the *Student Handbook*, ensuring that it contains appropriate information for all students, including on-campus (residential & married) and off-campus (day) students.
10. Assist the Director of Student Services in the allocation of students to Work Education Programs and communicate these lists to the Work Supervisors.
11. Maintain an up to date contract and job description for each Work Education Program.
12. Process timesheets for all students and report these summaries to the Director of Student Services weekly.
13. Liaise with the Work Education Program Supervisors in regard to performance appraisal of all students.
14. Prepare and submit applications for student immigration permits and ensure that all non-Fijian students have valid permits.
15. Maintain records of passports/visas for all students to ensure that they remain valid. Process applications for passport/visa renewals/extensions as they fall due.
16. Assist with receptionist duties as requested.
17. Assist in preparation/organisation of special events for the institution, including graduation weekend activities.
18. Other duties as directed by the Director of Student Services and Administration.

## **Key Performance Indicators:**

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1. Consistently reflects the mission and values of the Seventh-day Adventist Church.
2. Actively promotes the mission and values of the College to staff and students.
3. Competently meets the specifications of the Job Description.
4. Consistently demonstrates sound judgment in decision making.
5. Maintains accurate and up to date records and reports.
6. Has a thorough mastery of the specific knowledge and competencies required for this position.
7. Is respected by staff and students as a Christian professional.
8. Supports the Principal in the effective management of the College.
9. Seeks guidance from appropriate sources when involved in important decision making.
10. Effectively oversees the assigned administrative functions of the College.
11. Responds positively to feedback.

## **OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES**

1. Contribute to the development of a safe and healthy workplace.
2. Comply with instructions given for their own health and safety and that of others, in adhering to safe work procedures.
3. To report any injury, hazard or illness immediately, where practicable, to their supervisor.
4. Not place others at risk by any act or omission.

*Note: for a full overview of Fulton Adventist University College' approach to OHS all staff should refer to the Employee Handbook.*

## **Committee and Board Memberships**

1. As appointed by the Staff Meeting

## **Terms and Conditions:**

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The terms and conditions shall be read in conjunction with the *Fulton Adventist University College Employees Handbook*, this job description and the *SPD Working Policy* as amended from time to time.

### **Appointed by:**

Fulton Adventist University College Administrative Committee.

### **Term:**

This is an appointed position. Subject to satisfactory performance the person appointed shall hold office from the time they take up their duties until the term of service comes to an end.

**Performance appraisal:**

Informal review after 6 months then formal appraisal at 12 - 18 month intervals.

**Responsible to:**

Director of Student Services and College Administration.

**Remuneration:**

As per the Fulton Adventist University College Wages Schedule as amended from time to time.

**Personal Commitment:**

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Being employed by the Seventh-day Adventist Church requires personal commitment to its mission and lifestyle. The holder of this position will reflect in their personal and professional life the church's Christian values, as referred to in the *Fulton Adventist University College Employees Handbook* and the *SPD Working Policy*.

**Confirmation:**

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Name of the appointed person:

Commencement date:

Signature of the appointed person:

Date of signing:

Signature of witness: (FAUC Officer)

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