



JOB DESCRIPTION

JOB TITLE: Work Study – Counseling Division

REPORTS TO: Counseling Administrative Director

GENERAL STATEMENT OF DUTIES: Supports the Counseling Administrative Director through administrative and organizational tasks by way of four general job areas:

1. Assists with administrative tasks such as conference planning, ordering and picking up office supplies, creating Excel spreadsheets, as well as other administrative tasks.
2. Standing in for the Counseling Administrative Director when absent by way of answering the phone and helping both students and professors.
3. Overseeing mail distribution.
4. Maintaining the Counseling Division bulletin board.

TYPICAL PHYSICAL DEMANDS AND WORKING CONDITIONS:

Ability to distinguish letters and symbols, prolonged sitting or standing, light walking and climbing stairs with some light lifting; prolonged typing and computer work.

EXAMPLE OF DUTIES:

- Talking on the phone and taking messages
- Draft, format, produce and reproduce letters and documents
- Organize and maintain filing system
- Taking materials to the appropriate office on campus
- Researching information as requested
- Computer data entry
- Special projects as assigned
- Mail distribution – creating labels, drafting and printing letters, collecting mail for faculty and taking mail to mailroom
- Covering the Counseling Division office on Fridays – mid-morning to mid-afternoon

EDUCATION/TRAINING

- Must be enrolled in the Denver Seminary MA Counseling program.
- Office or receptionist experience is preferred, must be capable of receptionist duties
- Ability to navigate with competence and comfort in Microsoft Programs (Word, Access, Excel, Outlook), also knows or is able to learn Moodle
- Has a conceptual grasp of the requirements of the MA Counseling Licensure program
- Presents a confident and professional approach when working with other professionals and the public.
- Understands the importance of confidentiality, is attentive to confidentiality issues and works to preserve confidentiality.
- Is proficient in using the internet.
- Is capable of drafting, formatting and processing correspondence documents.
- Can create and maintain a filing system.

QUALIFICATIONS:

- Has organizational skills and can create efficient processes.
- Is self-motivated, takes initiative and yet works well under authority.
- Is punctual and reliable.
- Enjoys being a team player.
- Has an eye for presentation of information.
- Must be able to sign the Denver Seminary Statement of Faith, Lifestyle Covenant, and Sexuality Statement.

OUTCOMES:

- The Counseling Division Work/Study will provide support to the Counseling Division by providing services to Students, Faculty and the public when the Counseling Administrative Director is not available.
- The Work Study will provide support by fulfilling the time consuming office work so that the Counseling Administrative Director may give efforts to division management.

Denver Seminary is an equal opportunity employer committed to excellence in all areas of ministry and operations.

NOTICE TO APPLICANTS:

Please read this job description carefully and ask someone for help if you have difficulty understanding the functions of this job. Please describe any accommodations that you need in order to perform this job.

Accommodations needed:

I HAVE READ AND UNDERSTAND THE REQUIREMENTS OF THIS JOB AND CAN SAFELY AND EFFECTIVELY PERFORM ALL THE JOB FUNCTIONS LISTED ABOVE.

Signature _____ **Date** _____