**Administrative Assistant – 20 hours/week**

* Answering and directing phone calls
* Providing assistance with Covid-19 environment measures
* Submitting invoices to the Business Office
* Posting payments to student accounts
* Providing administrative support to the Office of the Dean
* Providing administrative support for the Master of Arts in Christian Counseling (MACC)
  + Answer phone for the clinic and assist with making appointments
  + Handle billing verification using TheraNest
  + Send out materials to other Erskine Clinical locations
  + Receive and direct MACC program mail
* Helping students with questions and concerns in a timely manner
* Providing support to faculty and administrative offices
* Checking and distributing mail
* Keeping inventory and ordering of office supplies
* Being a liaison with Aramark for building needs
* Other front office type duties as needed

This position reports to the **Director of Administration**.

If interested in applying for this position, click [**HERE**](https://erskine-lmfmf.formstack.com/forms/?1155959-KGA5DBTOKw&fbclid=IwAR1EoJe0mxb36gfcjKrpzQ8V143LgPo4x5CsNgSXFjpNI2Dpv5FNMTx1kuA)