GRADUATE THEOLOGICAL UNION
2400 RIDGE ROAD
BERKELEY, CA 94709

POSITION DESCRIPTION

POSITION TITLE: Operations Administrative Specialist
STATUS: Non-Exempt, full-time
DEPARTMENT: Operations
REPORTS TO: Chief Operating Office
EFFECTIVE DATE: July 1, 2021

APPROVED: VPAF/CFO

PRIMARY POSITION PURPOSE
The Operations Administrative Specialist will provide general administrative support to the Chief Operating Officer, Chief Financial Officer, and Manager of Human Resources. They will have a strong focus on supporting the daily operations of the three departments including centralized operations, student accounts, and vendor and employee communication. The Operations Administrative Specialist reports to the Chief Operating Officer. The salary range for this position is 60k-70k.

ESSENTIAL/PRIMARY DUTIES & RESPONSIBILITIES
• Facilitate the centralized purchasing system for office and other general supplies.
• Support the new employee onboarding process.
• Assist with recruitment activities such as interviews, job postings and reference checks.
• Support benefits administration to include enrollment, change reporting, coding invoices for payment, and communicating benefit information to employees.
• Assist in the maintenance of employee and vendor files.
• Direct the GTU mailroom staff and mail delivery to consortium and affiliated schools.
• Assist with the dissemination and upkeep of administrative and operational policies.
• Administer the employee parking program including registration, assignment of spaces, payroll deductions and coding invoices for payment.
• Manage GTU institutional archives.
• Review student invoicing in SONIS and enter adjustments as needed. Send statements monthly and follow up with students who are behind. Enter and monitor payment plans in SONIS.
• Act as backup receipts bursar for in person student payments and questions.
• Process financial aid uploads into SONIS.
• Prepare 1098T’s with assistance from the Accounting Manager.
• Provide general administrative support to the COO, CFO and Manager of Human Resources including processing payment requests; updating contact and other information for vendors and banks/investment companies; copying, scanning, and filing as requested.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION
• Associate Degree required.

EXPERIENCE
• Minimum of 3-5 years progressive experience, including accounts receivables, HR functions and general office management.
• Demonstrated experience handling administrative tasks speedily and accurately;
• Demonstrated effective interpersonal, written and oral communication skills;
• Demonstrated ability to exercise diplomacy, and confidentiality in complex and sensitive situations;
• Proven ability to handle confidential material accurately and with sensitivity;
• Strong computer skills (especially Excel and Word).
• Experience in a non-profit or higher education/other academic setting preferred.

PREREQUISITE SKILLS
• Willing to grow with an organization that is transforming.
• Strong interpersonal, and customer service skills.
• Willingness to accept feedback and suggestions.
• Ability to communicate clearly and effectively, both orally and in writing, with all levels of the organization, internally and externally.
• Ability to operate computer and applications software, including databases, spreadsheet, and word processing. Knowledge of Paycor and/or SONIS, or similar HR and student systems a plus.
• Operate modern office equipment such as computer, printer, calculator, copier and facsimile machine
• Ability to work in and contribute to a team-oriented environment.

ENVIRONMENTAL DEMANDS
The work environment and physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• Work is primarily indoors.
• No significant noise/vibrations.
• No extreme temperatures.
• Frequently works with others.

PHYSICAL REQUIREMENTS
▪ Vision – close vision required for reading correspondence/reports and working with computer.
▪ Hearing – ability to hear verbal communications and telephone conversations.
▪ Clear Speech – ability to communicate clearly in person and on phone.
▪ Lifting/carrying – some lifting and carrying of files and printed materials.
▪ Sitting – ability to sit for long periods of time at computer and during meetings.
▪ Manual dexterity – ability to use computer keyboard or other technology.
▪ Mobility - to meet with others in their offices across campus and to attend off-campus meetings.

TOOLS AND EQUIPMENT USED
Included, but not limited to:
Phones, personal computers, printers, fax machine, photocopier, scanner, shredder, and calculator.