

Pacific Union College

Job Description

Position Title:	Executive Assistant Student & Spiritual Life	Exemption Status: Non-Exempt
EEO Classification:	3- Professional	Job Code: 43-6011
Department:	Student & Spiritual Life	Position ID: 40510EXAPT
Reports To:	Vice President of Student & Spiritual Life	Wage Scale: I-E
Last Update:	8/6/2026	

STANDARDS FOR PERFORMANCE AND BEHAVIOR

Demonstrates the Cultural Relationship Expectations of Pacific Union College in all activities, to achieve the Mission of Pacific Union College

<u>T</u> eamwork:	A foundational value modeled by an engaged and inclusive community that partners together for the betterment of PUC.
<u>I</u> ntegrity:	A necessary component for cultivating trust and mutual empowerment within our community.
<u>P</u> rofessionalism:	A system of employee boundaries that facilitates an engaged PUC working community which functions in an environment blessed with supportive relationship groups.
<u>S</u> ervice:	A value and an action rooted in our spiritual heritage.

JOB SUMMARY

The Executive Assistant supports the mission, goals, and objectives of Pacific Union College by providing essential administrative and logistical support to the Vice President and the Office of Student & Spiritual Life.

ESSENTIAL FUNCTIONS

- Answer phone calls, respond to emails, assist walk-in visitors.
- Manage personal and shared office email communications.
- Coordinate and schedule airport transportation for students.
- Maintain and oversee campus-wide attendance programs and records.
- Process and track Community exemptions and grades.
- Assist in promoting and supporting office-sponsored events and initiatives, including creating visually engaging posters and promotional materials.
- Supervise and manage student workers, including scheduling and task assignments.
- Serve as a liaison between outside groups and the College regarding facility groups.

EDUCATION

High School Diploma or GED required
Bachelor's Degree in a related field preferred.

LICENSE/CERTIFICATION

N/A

QUALIFICATIONS

- Strong organizational and multitasking skills.
- Ability to work independently and as part of a team.
- Demonstrates creativity and ability to design promotional materials such as posters and flyers using tools like Canva.
- Proficiency in Microsoft Suite (Word, Excel, Outlook), Google Workspace (Docs, Sheets), and comfort in learning campus software systems.
- Ability to maintain confidentiality and demonstrate discretion in handling sensitive information.

Physical Demands: Requires sitting, standing, bending and reaching. May need to lift items up to 25 pounds. Requires manual dexterity sufficient to operate standard office equipment.

Job Conditions: Computer use, unscheduled interruptions, and speaking, reading, and understanding English. Occasional: working more than 40 hours/week, weekend work.

Work Environment: Essential tasks are performed under normal office/school conditions with little or no noticeable discomfort. Work area is well-lit and ventilated.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and employees may be requested to perform job-related tasks other than those specifically outlined in this description. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a promise of employment or employment contract of any type.

I, _____ (printed name), acknowledge that I have received, read, and understand the Executive Assistant job description, and that I can perform the essential duties with or without accommodation. I further understand it is my responsibility to inform my supervisor at any time I am unable to perform the essential functions.

Employee Signature

Date

Supervisor's Printed Name

Supervisor's Signature

Date