



JOB DESCRIPTION:

Position:	Receptionist/Communications/Alumni/Promotions Coordinator
Employer:	Fulton Adventist University College – an institution of the Trans Pacific Union Mission (TPUM) of the Seventh-day Adventist Church
Location:	Fulton Adventist University College, Masimasi, Sabeto Road, Nadi, Fiji
Revised:	March 2, 2023

Fulton Adventist University College Mission Statement:

The Mission of Fulton Adventist University College is to empower graduates through quality Adventist Higher Education, for dedicated service.

Position Summary:

The Role of the Receptionist/Communications/Alumni/ Promotions Coordinator at Fulton Adventist University College is to:

1. Facilitate a productive office through the efficient processing of phone call enquiries, clerical work and minor administrative business functions.
2. Supports the PR/Alumni Promotions Committee to build an alumni directory reaching back through the long history of the Institution. Works on projects /matters of limited complexity in a support role.
3. Coordinates and evaluates programs and projects to promote alumni relations and educational programs designed to connect alumni through academic channels such as programs/departments/schools/colleges. Plans, coordinates, and attends events, meetings, or other activities as requested.
4. Write a variety of different content to support communications and marketing efforts, including newsletters, website copy and brochures and press releases.

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.
4. Strong communicator who works well independently and with a team.
5. Possess exceptional writing skills and be able to compose engaging and accurate content.
6. Superior time management skills and ability to juggle multiple projects simultaneously.
7. Must be resourceful and take the initiative even when given minimal direction.

8. Familiar with MS Word, Excel and Powerpoint and capable of creating visually compelling presentations.
9. Knowledge of Adobe Photoshop/In-Design/Illustrator and Microsoft Office Suite or related software.

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. An aptitude for cross-cultural communication.

Specific Responsibilities:

1. Screen all calls for the Officers and manage appointments as appropriate.
2. Provide excellent customer service to all the visitors, students, faculty and staff of the College.
3. Assist in preparation/organisation of special events for the institution, including graduation weekend activities.
4. Develop alumni interest and support the University College and assist in creating and broadening alumni programs and in planning large reunion and/or homecoming events.
5. Promote communications and marketing materials through appropriate social channels.
6. Maintain digital media archives including photos and videos.

Key Performance Indicators:

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. Responds positively to feedback.

Committee and Board Memberships

1. As appointed by the Staff Meeting

Terms and Conditions:

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:

The Principal and College Administration.

Remuneration:

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

Personal Commitment:

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:

Name of the appointed person:

Commencement date: _____

Signature of the appointed person: _____

Date of signing: _____

Signature of witness: (FAUC Officer) _____