

**Adventist Discovery Centre
Part-time Course Administrator**

Purpose

Ensure effective flow of office procedures and support the work of the Adventist Discovery Centre by carrying out office duties as listed below. Maintain positive and professional outlook at all times when interacting with internal and external contacts in person, online and via telephone. The Course Administrator reports to the ADC Principal.

Duties

- Communicate with relevant contacts via letters, telephone, email or face-to-face in a professional manner.
- Manage incoming and outgoing posts including electronic mail.
- Administer records of new and existing students and course co-ordinators.
- Despatch lessons to students and Course co-ordinators in a timely manner.
- Grade Bible and health lessons and ensure a timely return to students.
- Ensure ADC database is accurately updated with students' achievements.
- Refer students with additional pastoral needs to Online Chaplain and Course Tutor.
- Carry out additional duties as is operationally required.

Skills and qualification

- Exceptional communication and customer service skills.
- Excellent attention to detail.
- Ability to work without supervision.
- Technical skills, including proficiency with Microsoft Office Programs.
- Ability to learn and deliver the required IT Skills for use of ADC Software.
- Excellent time management skills.
- Very good prioritisation and organisation skills.
- Ability to handle confidential information.
- Strong record keeping skills.
- Ability to multitask.

Remuneration package – 90% pro rata on denominational scale

Holiday: 5.6 weeks pro rata including Bank Holidays

Working Time: 2.5 days

The successful candidate will need to have permission to work in the UK.

Please forward Application Form for the attention of Principal, Adventist Discovery Centre, Stanborough Park, Watford, Hertfordshire, WD25 9JU or email mrock@adventist.uk. The closing date for applications is 31 December 2017. Interviews will be held in mid-January 2018.