**Position:** Urban Theological Institute Administrative Assistant  
**Held By:** FWS Students X Non-FWS Students  
**Hourly Rate:** $8.50 per hour  
**Date:** Academic Year 2014-2015

<table>
<thead>
<tr>
<th><strong>General Description:</strong></th>
<th>Perform administrative support each Saturday during UTI class time – 3.5 hours each Saturday; approximately 40 students.</th>
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</thead>
<tbody>
<tr>
<td><strong>Reports to:</strong></td>
<td>UTI Director</td>
</tr>
<tr>
<td><strong>Those assisted by this position:</strong></td>
<td>UTI Director, students, instructors, and guest presenters</td>
</tr>
</tbody>
</table>
| **Specific Tasks:**      | 1. Assist Director with coordination and presentation of the new student orientation.  
                           | 2. Receive and record tuition payments  
                           | 3. Serve as liaison between students and Seminary administration  
                           | 4. Perform office clerical tasks  
                           | 5. Record and maintain attendance rosters  
                           | 6. Sit in proxy for exams  
                           | 7. Compile reports, write memos and articles, and perform other tasks as needed. |

**Name of FWS Employee:**  
**Approval Supervisor:**  
**Approval Human Resources:**  
**Approval Financial Aid:**