NORTH AMERICAN DIVISION
JOB OPPORTUNITY

Applications for the job listed below will be accepted from the time of posting from **NORTH AMERICAN DIVISION** employees **WITH AT LEAST ONE YEAR OF SERVICE IN THEIR CURRENT POSITIONS**.

TITLE OF JOB: Administrative Professional I

DEPARTMENT: Adventist Colleges Abroad (NAD/ACA)

SUPERVISORS: Director

CLASSIFICATION: Full-Time Hourly/Non-Exempt (38 hours per week, Monday - Thursday)

REMUNERATION GRADE/HOURLY RATE: Grade 5, $23.28 - $34.94

BENEFITS: Healthcare, flexible spending accounts (FSA), life insurance, long-term disability, retirement, continuing education, student loan repayment assistance, paid time off for holidays, along with paid vacation and sick leave.

LOCATION: Columbia, MD—On-site/In-office at the NAD Headquarters
NOTE: This position is not eligible for any type of regular remote or teleworking arrangement. For candidates living outside of the MD geographical area, relocation is required.

POSITION SUMMARY: Performs diverse administrative duties in support of the Adventist Colleges Abroad (ACA) program. Plays a key role in ensuring the smooth and efficient operation of the ACA office. The ideal candidate is a proactive, well-organized individual with excellent communication skills who can manage office responsibilities independently and with discretion. This position requires strong administrative, interpersonal, and technical skills, as well as a solid understanding of the structure and values of the Seventh-day Adventist Church.

AUTHORITY, ACCOUNTABILITY: Authority as delegated by the supervisor. Work is performed with limited supervision. Responds to own supervisor. There are specific guidelines to follow, but the work requires the ability to carry out duties and meet deadlines independently. May provide direction to floaters, students, etc. in own area as assigned.

ESSENTIAL JOB FUNCTIONS:

- Oversees daily administrative operations including communication, filing, supplies, and scheduling.
- Serves as the primary contact for all inquiries related to ACA programs and procedures via email, phone, and video conferencing.
- Processes student applications and prepares acceptance letters, visa support documents, and insurance coverage.
- Monitors and manages visa-related processes and requirements, coordinating with consulates and third-party services.
- Coordinates health and accident insurance coverage and support students with insurance claims.
- Assists with organizing ACA Board of Directors and other committee meetings and prepare official documentation and minutes.
- Collaborates with the Director on ACA conventions, including logistics through NAD Event Management Services.
- Manages incoming and outgoing academic transcripts after the director’s approval and maintains accurate student academic files.
- Supports maintenance and content updates of the ACA website and social media platforms in collaboration with NAD Professional Services and ACA website provider.
- Assists in the creation and distribution of ACA publications, marketing materials, and

promotional shipments.
- Tracks and documents ACA scholarship recipients and student enrollments.
- Coordinates with NAD Treasury on all financial matters, including tuition income, fund transfers, billing, and audits.
- Reminds students to fill out regular feedback questionnaires and help prepare reports for different committees.
- Works with NAD Professional Services for marketing and special projects.
- Participates in a rotation to cover the front desk during receptionist breaks.
- Performs other duties as assigned by supervisor.

EDUCATION/EXPERIENCE/CREDENTIALS: Bachelor's (BA/BS) degree in international business, accounting, administration, or related field is preferred. Associate's degree in office administration may also be accepted. Certification from a business college, including courses in computer literacy, is desirable. Appropriate successful work experience may be acceptable in lieu of scholastic requirements.

A minimum of three years of successful office or administrative experience is needed to gain the skills and knowledge required to perform job duties.

KNOWLEDGE AND SKILL: Well developed knowledge of principles, policies and beliefs of the North American Division and the Seventh-day Adventist Church. Must exhibit initiative; being original and innovative to aid supervisor in planning and organization. Adaptable and able to evaluate priorities. Ability to perform duties with speed and accuracy without constant supervision. Requires well developed knowledge of church employment policies and practices.

Knowledge of up-to-date office procedures such as filing, telephone techniques, office equipment (including computer, etc.), and English usage (spelling, grammar, punctuation, etc.). Position requires keyboard speed with high accuracy. Requires attention to detail, time management, and strong problem-solving skills. Must be able to work in a high production office with many interruptions. Proficiency in Microsoft Office Suite and digital platforms such as WordPress and social media tools required. Familiarity with study abroad, international internship, or volunteer programs is highly desirable. Fluency in English required; proficiency in additional languages preferred. Must be able to facilitate good communications among departmental staff, other departments, partner institutions, and outside personnel.

CONTACTS, ORGANIZATIONAL RELATIONSHIPS
Contact with many people, both internally and externally. Must have both a pleasant personality as well as good telephone manners. Must possess the ability to deal tactfully and effectively with own department personnel, others within the General Conference, North American Division, and outside personnel. Must be able to effectively handle confidential information and situations at all times and maintain a high degree of loyalty and support for supervisor, department, North American Division, and the Seventh-day Adventist Church.

PHYSICAL REQUIREMENTS: Must be able to read, speak, and hear. Must be able to effectively communicate, both orally and in writing. Some standing, walking, bending, kneeling, carrying of light items, etc. required. Standard work hours, as defined in the North American Division Employee Handbook, are required. This is a full-time, non-exempt position requiring 38 hours per week.

WORKING CONDITIONS: Essential responsibilities are performed primarily in a sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. The work area is well-lighted and ventilated. Position may require occasional travel both locally and abroad. Any request for travel must have department director and NAD Human Resources Committee prior approval. Travel will be in accordance with the North American Division Employee Handbook. Overtime is occasionally requested, rarely required, and never permitted without supervisor's prior approval.

EQUAL EMPLOYMENT OPPORTUNITY: *The North American Division of Seventh-day Adventists® ("NAD") is an equal opportunity employer which does not discriminate in employment policies and practices on*

the basis of race, national origin, gender (except for positions requiring ordination), color, age, marital status, disability, or any other basis prohibited by law. The employment practices of the church reflect religious preferences in harmony with the United States Constitution and controlling law, and it, therefore, hires only Seventh-day Adventist Church members in regular standing.

AT-WILL EMPLOYMENT: *Employment with the North American Division is at-will. This means that either you or the North American Division may terminate the employment relationship at any time, with or without cause or notice, as long as it is not in violation of applicable federal or state laws.*

If interested in the above position please visit our site CLICK HERE to complete a NAD Employment Application. Or send email to jobs@nadadventist.org and follow instructions from response email.

This position will remain available until filled.

Posted:
October 21, 2026