



Aenon Bible College

Indianapolis, Indiana Office

Suffragan Bishop Dr. Eugene T. W. Sanders, President

Bishop Ira Combs, Vice-President

Job Title: Part-Time Office Assistant

Aenon Bible College was founded in 1941 as the official educational and leadership training institution for the Pentecostal Assemblies of the World, Inc. For over 85 years, Aenon Bible College has provided an exceptional learning experience for teachers, ministers, pastors, and church leaders. Located in Indianapolis, Indiana, the College is in the early stages of implementing its most progressive and transformative educational programs to date. This paradigm-shifting moment has led to significant growth in both our traditional and innovative programs. Consequently, we are seeking a part-time office assistant. Interested candidates should be able to provide evidence of the following professional experiences.

Background: The part-time office assistant at Aenon Bible College should have previous experience in (a) office management (preferred), (b) organizational and project management skills, (c) experience with filing and documentation, (d) ability to follow up on communications, (e) strong computer and digital skills, (f) efficient time management and phone etiquette, (g) problem-solving skills, (h) ability to multitask in a fast-paced office environment, and (i) adaptability and confidentiality with information handled with discretion and professionalism.

Required Skills: The part-time office assistant must have strong digital and technological skills, be proficient in Microsoft Office 365 and Google Suite, possess a working knowledge of online cloud databases, function efficiently in an advanced Student Information System, and demonstrate excellent customer service skills, along with a positive attitude.

Education Expectations: The successful candidate will possess, at a minimum, a high school diploma. We also favor candidates with post-secondary educational experience and those who have worked in fast-paced office environments or related professional settings, such as schools, churches, or religious institutions.

Related Professional Expectations and Responsibilities

- **Office Communications:** The successful candidate will have strong communication skills and be able to collaborate effectively as part of a team. They should adapt to flexible environments, including office, remote, or hybrid settings.
- Professional behavior is always expected, and the successful candidate will have demonstrated respect, integrity, and accountability in their professional conduct.
- Professional development is essential for keeping office staff informed about best practices for operating an efficient office and maintaining a productive management environment.
- **Supporting multiple programs:** Aenon Bible College is transitioning from a traditional ministerial licensing program to a more comprehensive curriculum, necessitating that the office staff collaborate with various leaders and programs.
- **Working with Instructional Faculty:** The office staff will need to collaborate with various faculty members who teach different classes to hundreds of students. They must possess task-oriented skills and demonstrate strong organizational abilities to ensure efficient follow-up on details, as well as utilize digital systems to manage student files effectively.
- **Time Management and Communication Skills:** The ideal candidate for the office staff position will demonstrate effective time management abilities, along with strong oral and written communication skills and proficiency in digital technology competencies.

Location: Aenon Bible College, 3939 Meadows Drive, Indianapolis, Indiana 46205| Website: aenononline.org

Salary: Consistent with background and experience.

Application Process: Interested candidates should submit the following:

- A cover letter that highlights your background, professional experience, and relevant skills, accompanied by your contact information (including phone number and email address).
- Resume
- Hard copies of three letters of reference
- Submission of degrees, certificates, and related professional accomplishments
- Materials are to be submitted by April 11, 2025, with the anticipated start date of April 28, 2025