Employment Opportunity at SEC

GENERAL SUMMARY:
Serves as Administrative Secretary for SEC Secretariat/Human Resources Department. Works with information of a broad and highly confidential nature and assists in designated administrative details using initiative and sound judgment. Requires knowledge of church policy and organizational structure, a high level of well-developed office organization skills, demonstrated ability to follow through on projects/assignments in a timely manner; high level of tact, friendliness and other aspects of strongly developed
Pure Reality is a global campaign designed specifically for children, teens and young adults, to foster understanding about the true nature of Love and to reinforce a foundation for a healthy and chaste lifestyle through the power of the Holy Spirit. Watch

Conference Calendar

October
- 10 - 12 SEC Couples’ Retreat
- 10 - 12 SEC Community Service Convention
- 31 - November 2 SEC Men’s Retreat
January 2015
- 23 - 24 SEC Community Service Convention
February 2015
- 22 Conference Spelling Bee
April 2015
- 5 SEC School Rally
- 6 SEC Science Fair
March 22
- Southern Union Adventist Robotics League Tournament at Southern Adventist University

EDUCATION AND TRAINING REQUIRED:
Associate’s degree or Bachelor’s (BA/BS) degree in office administration or business-related field or certification from a business college, including course work in data entry, word processing/computer literacy and training. Appropriate successful work experience may be acceptable in lieu of scholastic requirements. Two or more years applicable office experience are needed to gain the skills and knowledge required to perform job duties.

POSITION QUALIFICATIONS:
Requirements are representative of minimum levels of knowledge, skills and/or abilities.
· Knowledge of principles, policies and beliefs of the Southeastern Conference and the Seventh-day Adventist Church.
· Ability to satisfactorily communicate (verbal and written) in English with vendors, co-workers, visitors and management. Strong oral and written communication skills required.
· Knowledge and proven skills in (office procedures and equipment such as computer software (e.g., Word for Windows; Excel spreadsheets, Access database, ) data entry, filing, and telephone techniques,
· Ability to perform basic office duties with high accuracy and acceptable speed.
· Ability to meet deadlines and perform all job duties with minimum supervision; ability to work under pressure and with many interruptions.
· Ability to foster communication among departmental staff, employees from other departments and outside personnel.

To apply for this job please send resume to contact information listed above.
Oakwood University Board of Trustees Votes Historic Recommendation

By Leslie Pollard, Ph.D.

On August 6, 2014, after much deliberation, discussion, and prayer concerning where Oakwood University would find the best organizational placement for its unique mission in the 21st century, the 37-member Oakwood University Board of Trustees assembled in Battle Creek, Mich., and voted overwhelmingly to recommend to the Oakwood University Constituency Session that Oakwood University become a sponsored institution of the North American Division of Seventh-day Adventists.

If the recommendation is voted at the October 15, 2014, Oakwood Constituency Session (to be held at the General Conference Headquarters in Silver Spring, Md.), Oakwood University would become the first North-American Division-sponsored institution of higher education in the Division’s 101-year history. Oakwood University would also join the emerging NAD portfolio of major institutions, such as Pacific Press Publishing Association, whose missions specifically focus on the advancement of the Seventh-day Adventist Church’s work in North America.

The August 6, 2014, vote culminated a nine-month conversation and a six-month exploration by a Board-appointed, GC-NAD Transition Taskforce,* chaired by Dr. Ella Simmons, General Conference Vice President and Vice Chair of the Oakwood University Board. On April 20, 2014, during the spring meeting, the University Board of Trustees formed and tasked the Transition Taskforce with the following responsibilities:

1. to identify any and all relevant issues related to an organizational transition of Oakwood University to North American Division sponsorship;
2. to propose solutions to said issues; and

*Note: The Transition Taskforce was formed and tasked by the Oakwood University Board of Trustees to explore and propose solutions to any and all relevant issues related to the organizational transition of Oakwood University to North American Division sponsorship.
3. to prepare a recommendation to the Oakwood University Board of Trustees, General Conference and North American Division Committees.

The rationale for the recommendation of the Oakwood University Board of Trustees anticipates a number of benefits which would accrue to the Oakwood University enterprise. These benefits include:

- Oakwood would find greater mission congruence and financial support within the Division most directly impacted by its operation - North America;
- the decision to become a North American Division institution grants greater legal, constitutional, and voting influence to the core NAD constituencies served by Oakwood University;
- the new organizational placement would reconcile the historic purpose for Oakwood's founding with the focus, scope, and results of its 118-year operation.

While the Regional Presidents' Caucus, the Oakwood University Administration, the North American Division Administration, and the General Conference Administration tender strong support for the Oakwood University Board recommendation, the prayers of all are sought as the Oakwood University Board's recommendation moves to the October 15, 2014, constituency vote. The prayer of our church leadership is "may God's will be done!"