

JOB DESCRIPTION

Title: Executive Assistant to the President and the Dean	Division/Program: Office of the President
Department: Office of the President	FLSA Status: Exempt 40 hrs/wk
Reports To: President	Supervises: NA

SUMMARY

The Executive Assistant provides professional and confidential administrative support to the President and the Dean and serves as the staff person for the Board of Trustees. This includes maintaining calendars, providing a hospitable presence to all constituents, ensuring all meetings run effectively, preparing all documents for meetings, taking meeting minutes, and maintaining all electronic and paper files and correspondence. This position is responsible for managing all academic events and overseeing all event logistics. This position also performs general office manager and administrative tasks.

ESSENTIAL RESPONSIBILITIES

1. Work closely with the President to provide professional and confidential administrative support (40%)
 - a) Manage the President's office to ensure accurate scheduling of all appointments and meetings on the President's calendar, consistent communications between the President and all constituents, and provide a hospitable presence to all constituents
 - b) Arrange the President's travel and lodging for seminary business trips
 - c) Maintain all records and files of the President's Office
 - d) Manage the Seminary's Master Calendar and oversee room reservations for internal and external groups and ensure compliance with event planning procedures
 - e) Staff the Seminary Council and other committees originating through the President's Office
 - f) Oversee and manage the process for annual reports to the Association of Theological Schools (ATS) and Integrated Post-Secondary Education Data System (IPEDS) and Higher Learning Commission
2. In consultation with the President and Chair of the Board of Trustees, staff and provide administrative support to the Board of Trustees (10%)

- a) Assist the President, Board Chair, and other Committee Chairs with scheduling and meeting arrangements including hospitality
 - b) Prepare Board packets for meetings and other Board committee meetings as requested; take and circulate minutes at plenary and committee meetings
 - c) Attend all meetings of the Board, Governance, Advancement, Finance, and Executive Committees
 - d) Meticulously maintain Board records
 - e) Prepare and update Board handbook
3. Provide professional and confidential administrative support to the Dean (15%)
- a) Edit weekly electronic newsletter with academic announcements and information
 - b) Oversee the administrative processes for adjunct contracts and faculty overload contracts including acquiring course descriptions, candidate CVs, transcripts, teaching evaluations and publications for faculty consideration at FAC
 - c) Receive and process requests for budgeted faculty professional development funds. Track use of funds to guarantee that each faculty member receives their allotment and disburse any unused funds to those who need them
 - d) Receive and process requests for budgeted classroom resource funds (guest teacher honoraria, etc.)
 - e) Serve as staff person for the Faculty Search Committee including receiving and managing all of the documents for the committee (job description, cover letters, CVs, transcripts, teaching evaluations, publications, committee evaluation rubrics), being the communication contact with applicants, and arranging interview logistics with candidates
 - f) Assist Dean with Disability Accommodation requests for students; manage communication regarding requests with students and faculty in collaboration with the Dean; track and record requests and the accommodations provided to students
4. In consultation with the Dean, oversee and manage all Academic events, both in person events and virtual events (15%)
- a) Proactively staff the Commencement Committee to ensure all commencement arrangements are implemented with efficiency and success, manage and track all planning details to completion, be present at the commencement service and oversee all logistics
 - b) Serve as the staff person for all academic events such as fall and spring convocations, faculty installations, book events, symposium week, and spring banquet
 - i) Oversee and manage all event details including calendaring events, room reservations, event hospitality, AV needs, printed and electronic materials
 - ii) Serve as the liaison between the academic event planning committee and the communications department to ensure all relevant information is provided to communications via the communications request form
 - iii) Ensure that all event planning forms are properly completed

5. In consultation with the Dean, staff the Academic Council and its committees as well as the Academic Committee of the Board (15%)
 - a) Facilitate the scheduling of meetings of the Academic Committee of the Board, the Academic Council, Faculty Discussions, Student Review and Policy Committee, Educational Planning Committee, and the Faculty Administration Committee
 - b) Attend meetings, record and distribute meeting minutes
 - c) Maintain historical record of committee actions and minutes
 - d) Coordinate and maintain records of Commencement student academic awards
6. Perform general office manager and administrative tasks (5%)
 - a) Order and stock office supplies
 - b) Maintain office equipment
 - c) Distribute mail daily and scan invoices as needed
 - d) Order kitchen supplies, oversee the tidiness of the kitchen and perform periodic cleaning of two refrigerators
 - e) As directed, serve as the liaison between the seminary and vendors performing routine office maintenance

SECONDARY RESPONSIBILITIES

1. Manage miscellaneous projects and complete various tasks as needed by the President, Dean, Vice President for Finance and Administration and others in managerial roles

JOB SPECIFICATIONS

Education and Experience

- Bachelor's degree strongly preferred
- Three or more years of executive assistance experience required
- Executive assistance experience in a higher education setting preferred

Knowledge, Skills and Abilities

- Ability to plan, prioritize, coordinate, multi-task, and manage one's own work and complete projects with minimal supervision
- Utilize initiative and a sense of urgency to proactively complete assignments and projects within deadlines
- Excellent interpersonal communication skills to all levels of people inside and outside the seminary
- Understand confidential nature of seminary information and maintain confidences
- High proficiency with G Suite applications and Microsoft Office applications

- Possess thorough, organized, and detail-oriented approach to work
- Ability to work effectively with a variety of people and personalities
- Ability to work on campus during the work week and possess flexibility to work occasional long and variable hours

Physical Requirements Necessary to Perform Job

Incumbent must be able to:

- Communicate effectively in English
- Perceive written documentation and information
- Remain stationary for long periods of time, as well as move around the campus
- Apply manual dexterity for computer keyboarding and office equipment use
- Perform some bending, stretching, and reaching related to office equipment use
- Ability to occasionally lift 10-20 pounds

Tools and Equipment Used

Incumbent must be able to:

- Use computer, related peripherals, and software
- Use telephone, copy/fax machine, postage machine, and other office equipment

Employee Signature

Date

Supervisor Signature

Date