



Position Title: Administrative Assistant to the Dean's Office

Status: Exempt, 37.5 hours/week

Summary of Responsibilities:

Provide administrative support to the Senior Vice President for Academic Affairs and Dean of the Faculty, Associate Dean of Students, Associate Dean of Assessment, and Director of Non-degree Programs.

This position reports to the Senior Vice President for Academic Affairs and Dean of the Faculty.

Primary Responsibilities:

- Coordination, planning, and implementation of academic programs, services, and projects. Prepare and coordinate assembly, production and distribution of supporting materials, publications, schedules and reports.
- Serve as the liaison between the dean's office and course instructors in the process of being invited, scheduled, and contracted to teach courses among all adjunct faculty. Prepare annual adjunct faculty contracts.
- Provide administrative support to the Dean's Office. Serve as the primary administrative support person for the Senior Vice President of Academic Affairs and Dean of the Faculty. Provide administrative support and coordination of academic programs to the Dean's Office: budget development, assessment tracking, handbook updates, special events, office records, etc.
- Observe and maintain high standards of confidentiality with information and materials.
- Other duties as assigned by the Dean.

Required Qualifications

Skills/Knowledge/Experience

- Knowledge and experience in theological or higher education
- Strong communication, organization, planning, implementation skills
- Must be able to work independently and on a team
- High regard for confidential materials and situations
- Read and interpret documents such as policies and procedures.
- Ability to write routine reports and correspondence
- Must be able to manage multiple projects simultaneously
- Communicate effectively before staff, faculty, or other employees in the institution or in the community.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Expert documentation system creation and management
- Proficient personal computer skills including electronic mail, record keeping, word processing, spreadsheet, graphics, etc.

Education:

Bachelor's degree from an accredited college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Physical Demands:

- Must be able to remain in a stationary position for extended periods of time
- Must be able to input information into a computer, communicate, and exchange information for extended periods of time
- Ability to move up to 25lbs.

Work Environment:

- Moderate noise level, well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation.
- Light physical activity performing non-strenuous daily activities of an administrative nature.
- Occasional weekend or evening events (1-2 per semester)

Position Annual Salary Range: \$56,486 - \$67,000

Benefits:

Currently includes medical, dental, life and disability insurance, vacation, sick and holiday pay, and a tax-deferred annuity plan.

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