

Hours: 40 hours/week (1.0 FTE) – May include evening and Saturday hours.

Accountability: Executive Dean, San Jose

Relationships: Works in conjunction with the Directors of Student Services in CA, the San Jose Counseling Program Director, and the Executive Deans in CA

Purpose: To facilitate and assist with delivery of all services at Western Seminary's San Jose location, as well as some administrative support to both California locations.

Essential Functions:

1. Serve as primary hospitality coordinator
 - Greeting guests, students, and others as the first impression in the Student Resource Center
 - Monitoring and maintaining facilities, including but not limited to: setup, restocking supplies, and some cleaning
 - Make travel arrangements and provide support for visiting Western colleagues and guests
2. Provide administrative support for all departments and staff
 - Facilitate the administration of general campus operations.
 - Overseeing purchasing and billing for San Jose and much of Sacramento's needs
 - Library support: Provide a welcoming and helpful presence on site and collaborate with library staff as needed to perform basic circulation tasks on campus.
 - Supporting staff and faculty with basic administrative needs
 - Participate in various staff/team meetings and trainings; assist with various projects and needs as assigned.
 - Provide support and assist with planning, coordination, and execution of campus activities and events
3. Administrative assistance to Master of Arts in Counseling (MAC) Program Director and faculty:
 - Practicum site information and documentation, event planning, communication, and Moodle (learning management system)
 - Data collection: list of students for MAC professional assessment of competency reviews, student practicum paperwork, program assessments
 - Graduates' official program certification for Board of Behavioral Sciences and other entities
 - Administer, process, compile exams and inventories, including but not limited to: Counselor Preparation Comprehension Exam and Readiness Exam
 - Other duties as duties as assigned

Qualifications:

- Bachelor's degree and a minimum of one year of administrative experience in an educational or office environment preferred.
- Friendly customer service. Ability to maintain composure in difficult situations and be diplomatic without compromising values.
- Effective communicator with skills to interact verbally and in writing with diverse constituencies, internally and externally.
- Flexible team player.
- Superior ability to handle data and records with high degree of accuracy and efficiency; capability to deal maturely with sensitive/confidential information.
- Ability for critical and logical thinking, good judgment, and problem-solving.
- Ability to perform the physical demands of the position.
- High level of proficiency with PC computers and Microsoft Office software essential; working knowledge of office equipment; familiarity with learning management systems is preferred; willingness and ability to learn other software as required.
- Evangelical Christian commitment and lifestyle consistent with the World Evangelical Alliance Statement of Faith and the Seminary's governing virtues.