

Hours: 20 hours/week (0.5 FTE).

Relationships: The Executive Assistant will work alongside the Vice President of Academic Affairs (AVP), Associate Dean for Academics, and members of the faculty.

Purpose: Provide administrative management of academic projects, budgets, and activities.

Essential Functions:

- Academic Personnel and Human Resources
 - Manage faculty and adjunct hiring processes in conjunction with human resources
 - Maintain faculty personnel records
 - Assist in management of records of faculty workload and attendant remuneration
 - Support faculty use of WISE data system
 - Maintain faculty handbook and related human resource publications
- Academic Financial Management
 - Assist Associate Dean for Academic Affairs with annual academic budgets
 - Manage and track all academic-related reimbursements, check requests, invoices, and related expenditures
- Academic Records
 - Record minutes and maintain archives of all faculty committees, project teams, etc.
 - Attend meetings with AVP to take notes as necessary
- Faculty Activities and Service
 - Maintain and publish calendar of faculty events and projects
 - Assist in organization of faculty retreats, workshops, training activities, social events, etc.
 - Provide hospitality to guests and faculty from out of town
 - Maintain calendar of faculty service for promotional and archival purposes.
- Academic and Institutional Assessment
 - Assist with program assessment data collection
 - Manage assessment data archives and records
- Accreditation and External Agencies
 - Assist with accreditation studies and reports
 - Maintain records and ensure timely reporting
- Support AVP with schedules, appointments, and correspondence.
- Support faculty with their schedules or projects as time permits.
- Additional projects and duties as requested by the AVP.

Qualifications:

- Bachelor's degree required
- Three year's administrative or other related experience preferred
- Demonstrated ability to learn new things and solve problems.
- Demonstrated outstanding ability to organize tasks and manage projects, work independently, and schedule ongoing work efficiently and effectively
- Excellent oral, written, and interpersonal skills. Very good with public contact and hospitality.
- Demonstrated ability to handle personnel and financial matters with accuracy, efficiency, confidentiality, integrity, and good judgment.
- High level of proficiency with Microsoft Suite required.
- Evangelical Christian commitment and lifestyle consistent with the World Evangelical Association Statement of Faith and the Seminary's governing values