

Hours: 30 hrs/wk mostly daytime Monday through Friday, but may include some evening and Saturday hours

Relationships: The MAC Program Assistant will work under direct oversight of MAC Program Director, with support to the San Jose Student Services Director and Executive Dean.

Purpose: To provide student and staff support (administrative and programmatic) for the MAC program.

Essential Functions:

- Assist MAC Program Director and faculty with administration of the following, but not limited to:
 - Practicum site information and documentation.
 - Faculty support, including Moodle, event planning, and communication
 - Data collection: list of students for MAC PAC reviews, student practicum paperwork, annual program assessment, ExamSoft input
 - Graduates' official program certification for BBS and other entities
 - Administer, process, compile exams and inventories, including but not limited to: CPCE Exam and Readiness Exam
 - Participate in staff meetings, graduation, new student orientation, and similar campus events as needed, including core team training exercises with local and system-wide personnel
 - Other duties as assigned by Counseling Director and/or Executive Dean.
- MAC Program Student Support
 - Academic advising
 - Information systems assistance (e.g. Moodle, SIS, Stellic, etc.).
 - Practicum site information and documentation

Qualifications:

- Bachelor's degree desired (or equivalent combination of education and experience).
- Preferably not currently enrolled as a student in the counseling program at Western Seminary.
- Ability to prioritize and manage multiple tasks with efficiency and composure while remaining detail oriented
- Superior organizational abilities so as to ensure prompt accessibility to stored data and timely completion of projects
- Provide friendly customer service; maintain composure in difficult situations; be diplomatic without compromising values; capability to deal maturely with sensitive/confidential information
- Ability for critical and logical thinking, good judgment, and problem solving
- High level of proficiency with PC computers and Microsoft Office software essential; working knowledge of office machines (copiers, fax machines, multi-line phone, etc.); working knowledge of audio/visual technology; proficiency in computer networking
- Flexible team player (both with work and schedule when needed)
- Able to handle the physical demands of the position
- Evangelical Christian commitment and lifestyle consistent with the World Evangelical Alliance Statement of Faith and the Seminary's governing virtues