

## **Administrative Assistant – San Jose**

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

**Accountability:** Executive Dean, San Jose

**Position Summary:** 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:**

- 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
- 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
- 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.