



Administrative Assistant – San Jose

Hours: 20 hours/week (.50 FTE)

Accountability: The Administrative Assistant will report to the Head of Student Success.

Position Summary: Fulfill the mission and goals of Western Seminary by providing on-the-ground shared services for students, staff, faculty, and constituents at the San Jose location. This role will work in close collaboration with the Support Services Team to serve the administrative needs in San Jose of Western faculty and students and work in collaboration with colleagues in Portland.

Pay Range: The pay range for this position is generally \$18-21/ hour equivalent. The hiring pay scale referenced in the job posting is the budgeted range Western Seminary reasonably expects to pay for this position. Individual pay is generally determined by a number of factors including internal equity, job-related skills, experience, relevant education or training, and location.

Essential Functions:

- Set up all classrooms as needed by faculty prior to each meeting time throughout each semester.
- Helps new or visiting faculty get set up with tech needs for class meeting times.
- Responds and provides direction for staff and faculty inquiries relating to the facility.
- Coordinates with Portland staff and Westgate staff on room availability for scheduling of classes and events.
- Schedules shared use of one-on-one office space/meeting room.
- Proofs information on posted class schedules and syllabi and resolves issues with Academics prior to open registration.
- Answers main phone line for San Jose, with the Portland admissions team included on the call queue as a backup.
- Coordinates with IT for any tech needs that may arise for staff, faculty, or students.
- Assists and monitors facilities, including but not limited to event setup/ clean up, restocking supplies, and classroom setup/ organization.
- Coordinates with landlords and VP Operations for any facility needs.
- Serves as location representative for Safety and Security Council and Emergency Notification Representative
- Serves on weekly NorCal working group meetings.

- In coordination with Human Resources, assists in the onboarding of new staff and faculty/Adjunct Faculty (Completion of HR forms, use of office equipment, access to Wi-Fi, etc.)
- Assists with incident reports for both staff and students.
- Serves as a member of Title IX team.
- Assists with any student hard files
- In coordination with the Student Services Department, assists with any academic accommodations or student inquiries regarding the Writing Center.
- Provides support and assists with planning, coordination, and execution of campus events, including orientation, and preview days.
- Serves as designated Student Official for San Jose Campus International Students
- Serves as a designated site representative for Veterans Administration.
- Communicates to Head of Student Success any needs for student hospitality supplies (hot beverages, etc.)
- Promotes resources for students.
- Responds to any inquiries from Librarians or students on inventory of books.
- Provides campus tours and visits, both scheduled and drop-ins.
- Coordinates Preview Days (bringing together visiting prospects, faculty speakers, and class visits).
- Other duties as assigned.

Qualifications:

- Evangelical Christian commitment and lifestyle consistent with the World Evangelical Alliance Statement of Faith and the Seminary's governing virtues.
- An associate's degree is required. A bachelor's degree with experience in office administration is preferred. Degree requirements can be substituted with experience.
- Ability to prioritize and manage multiple tasks while remaining detail-oriented and timely in the delivery of services, organizational skills highly desirable.
- Provide friendly customer service; maintain composure in difficult situations; be diplomatic without compromising values; capability to deal maturely with sensitive/confidential information.



- Effective communicator with interpersonal and communication skills to interact verbally and in writing with diverse constituencies, including students, faculty, and staff; to facilitate teamwork among staff and in committees.
- 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, multi-line phone, etc.); working knowledge of audio/visual technology; proficiency in computer networking
- Flexible team player (both with work and outside-of-work schedules when needed)
- Capable of providing basic support in Office 365 suite of programs and basic internet access.