



Administrative Assistant- San Jose

Hours: 20 hours/week (.50 FTE) * The schedule is generally consistent, but events and class schedules may occasionally affect work hours.

Accountability: This position will report directly to the Vice President of Church Mission and Strategy's (VPCMS) Executive Assistant.

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 several factors, including internal equity, job-related skills, experience, relevant education or training, and geographic location.

Position Summary: The San Jose Administrative Assistant supports the Office of Church Mission and Strategy (CMAS) and its work throughout the Bay Area and Northern California. This position supports CMAS initiatives in the region, including MA cohort programs, the Doctor of Ministry and Counseling programs, recruiting and promotional efforts, regional events, and other ministry initiatives as needed. The role also oversees various San Jose campus operations, ensuring the campus is organized, welcoming, and prepared for classes, meetings, and events. Working closely with the Executive Assistant to the VPCMS and collaborating with departments across Western Seminary, this position provides flexible administrative, event, and program support to help strengthen Western Seminary's presence and ministry in the region.

Essential Duties and Functions:

- **Campus Operations & Maintenance:**
 - Maintain the cleanliness and upkeep of the San Jose campus building.
 - Manage the scheduling and organization of space usage on the campus, ensuring rooms and facilities are set up and ready for each scheduled activity.
- **Communication & Point of Contact:**
 - Serve as the primary point of contact for communications related to the San Jose campus.
 - Answer the main phone line for the San Jose campus, addressing inquiries and ensuring appropriate follow-up.
- **Scheduling & Inventory Management:**

- Oversee classroom setup prior to each meeting, ensuring the environment is conducive to teaching and learning.
- Manage inventory for hospitality and campus supplies, ensuring that items like coffee/tea and office materials are adequately stocked.
- Schedule the use of private office space and the lactation room, ensuring that reservations are properly handled.
- **Student and Faculty Support:**
 - Work closely with Student Services, Counseling, and the Bay Area Cohorts to provide seamless service to all related to the San Jose campus.
 - Assist new faculty members with technology setup and integration into campus systems.
 - Support Human Resources with onboarding and helping new faculty and staff complete necessary employment forms.
- **Administrative Support & Incident Reporting:**
 - Assist with preparing and filing incident reports, ensuring that all required documentation is completed accurately and promptly.
 - Serve as a member of the Safety Committee, supporting the implementation and enforcement of policies related to student safety and rights.
- **Office of CMAS Administrative Duties:**
 - Serve as a member of the Bay Area/Northern California team, supporting Western Seminary's mission, presence, programs, recruiting efforts, and events throughout the region.
 - Support the CMAS Executive Assistant with administrative needs related to Bay Area and Northern California initiatives, including:
 - Western Seminary Bay Area recruiting and promotional administration.
 - Research and outreach related to local churches and ministry partners.
 - ReGeneration Project promotional and administrative support.
 - Assist with administrative and logistical needs for Bay Area programs, including orientations, in-person classes and gatherings, faculty and adjunct support, hospitality, and other program needs.
 - Meet regularly with the CMAS Executive Assistant and provide additional administrative support for regional initiatives as needed.
- **Event Planning & Coordination:**
 - Assist the CMAS Executive Assistant with Western Seminary and ReGeneration Project events throughout the Bay Area, including event preparation, errands, setup and teardown, registration, hospitality, promotional tables, and other onsite event support.

- Represent and promote Western Seminary at regional events and ministry gatherings as needed.
- Assist with orientations, preview days, recruiting events, cohort gatherings, Doctor of Ministry gatherings, and other regional events.
- Coordinate event logistics with appropriate Western Seminary departments, including Student Services and Counseling, ensuring arrangements are completed in a timely and effective manner.
- Provide additional event and hospitality support as needed to help ensure programs and events run smoothly.
- **Specialized Responsibilities:**
 - Act as the Site Representative for the Veterans Administration for San Jose campus, ensuring veterans' services and needs are properly met and addressed.

Qualifications:

- Evangelical Christian Commitment and lifestyle consistent with the World Evangelical Alliance statement of Faith and the Seminary's governing virtues.
- Education/Experience: Some college and/or some experience in office administrative work and/or hospitality/event business.
- Ability to work alone and in a team setting.
- Strong level of organizational skills, strong attention to detail, ability to prioritize and follow through on assignments in a timely, proactive and responsive manner.
- Excellent verbal, writing, and computer skills.
- Ability to work some evenings and weekends depending on events.
- Ability to run errands and have consistent and reliable access to transportation.
- Alignment with [Western Seminary Mission and Vision](#).