



## 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 will oversee various campus operations while supporting the Office of Church Mission and Strategy. This role involves assisting the Executive Assistant to the VPCMS with administrative tasks and special events. Additionally, the Administrative Assistant will ensure the campus remains clean, organized, and well-communicated. Collaboration with departments such as Student Services, Counseling, and Bay Area Cohorts will be essential to maintaining smooth operations and delivering excellent service.

### 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 the CMAS Executive Assistant with administrative tasks given such as:
    - Western Seminary Bay Area recruiting and promotional administration.
    - ReGeneration Project promotional administration.
    - Collect and process reimbursement requests, travel reimbursements, and complete monthly Visa reconciliations.
  - Regular meetings with the CMAS Executive Assistant.
- **Event Planning & Coordination:**
  - Assist the CMAS Executive Assistant to plan, run errands, and assist with tabling and other events promoting Western Seminary and the ReGeneration Project in the Bay Area.
  - Coordinate logistics with the Student Services Department and Counseling Department for campus events such as orientation and preview days, ensuring all arrangements are completed in a timely and effective manner.
- **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](#).