



## **Administrative Coordinator**

*San Jose Campus*

**Hours:** 24 hrs/wk [Monday through Thursday 12pm-6pm], but may include occasional evening and Saturday hours

**Relationships:** The Administrative Coordinator will work under general oversight direction of the Northern California Executive Dean and will collaborate and support the faculty and staff at both Northern California campuses.

**Purpose:** To provide administrative support for the Northern California campuses, particularly the San Jose Campus

### **Primary Job Functions:**

#### **1. Administration**

- Greeting guests, students, and others as the first impression in the San Jose Student Resource Center
- Reconciling all credit card statements from NorCal campuses
- Submitting bills for payment at NorCal Campuses
- Supporting adjunct faculty with basic administrative needs
- Overseeing purchasing office and general campus supplies at both Northern California campuses
- Other duties as assigned

#### **2. Hospitality**

- Monitoring and maintaining San Jose Campus facilities, including: setup, restocking supplies, and some cleaning
- Purchasing supplies and food for all San Jose Campus events
- Reserving housing, car rentals, and other needs for visiting professors, administration, and other guests
- Providing support and set-up for all San Jose Campus events, including but not limited to Commencement Weekend, New Student Orientation, Discover Coaching, Open House, and Coaching Classes

### **Qualifications:**

- Bachelor's degree desired (or equivalent combination of education and experience).
- Experience in providing friendly customer service: maintaining composure in difficult situations; being diplomatic without compromising values; and capability to deal maturely with sensitive/confidential information
- Expert 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
- 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
- Ability for critical and logical thinking, good judgment, and problem solving
- Flexible team player (both with work and scheduling when needed)
- Able to handle the physical demands of the position, which includes lifting and moving various equipment and supplies
- Reliable means of transportation for purchasing
- Experience with graphic design a plus
- Evangelical Christian commitment and lifestyle consistent with the World Evangelical Alliance Statement of Faith and the Seminary's governing virtues