

Student Services Associate

Hours: 20 hours/week (.5 FTE); up to 40 hours/week during peak seasons (approx. 4 weeks/year) – Non-Exempt

Accountability: Director of Student Communications and Events

Position Summary: The Student Services Associate is responsible for assisting the Director of Student Communications and Events in essential student services regarding administrative tasks and the planning, coordinating, and executing of student events.

Essential Functions:

- Provide support, collaboration, and administrative assistance with planning, coordinating, and executing campus activities and events. This will include but is not limited to welcome events, commencement weekend activities, chapels, and both current and new campus-wide event initiatives.
- Assist with managing the Student Services department inbox.
- Identify digital signage needs, and assist the Director of Student Communications and Events with creating and implementing signage updates.
- Assist the Placement Office with job postings, site maintenance, training events, etc., as needed.
- A willingness to travel to Sacramento and San Jose locations to implement welcome events at the start of each semester, if needed.
- Participate in various staff/team meetings and trainings.
- Assist with various administrative duties that support the student services team. This includes but is not limited to website content updates, scheduling meetings, drafting and updating various forms on Student Services webpages, overseeing required MMR vaccine documentation for Portland students, and more.
- Work with the Director of Student Communications and Events on other duties that may be assigned.

Outcomes: Strong administrative support for student communications and event initiatives. All student communications and events have a refined and streamlined process from planning through execution.

Qualifications:



- Christian commitment and lifestyle consistent with the World Evangelical Alliance Statement of Faith and the Seminary's governing virtues.
- Bachelor's degree and a minimum of one year of administrative experience in an educational or office environment preferred.
- Capability to deal effectively and appropriately with sensitive and confidential information.
- Provide exemplary customer service and maintain composure in responding to difficult situations.
- Flexible team player.
- Effective communication skills (written and oral); a strong understanding of interpersonal communication best practices.
- Ability for critical thinking, good judgment, and problem-solving.
- High level of proficiency with Microsoft Office, Adobe, and a willingness to learn other software as required.