

## **Executive Assistant to Dean and Faculty**

### **Classification**

Non-exempt

### **Salary Grade/Level/Family/Range**

A14

### **Reports to**

Vice President of Academic Affairs and Dean

### **Date**

July 2021

## **JOB DESCRIPTION**

### **Summary**

The Executive Assistant to the Dean and Faculty serves as the coordinator for the Academic Affairs office and primary support staff person for the Vice President of Academic Affairs and Dean (Dean), the Director of Supervised Year in Ministry Program, the Director of the Doctor of Ministry (DMin) Program, and the faculty, performing clerical and support tasks related to the academic administration of the institution.

### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide administrative and organizational support for the Dean, the Director of Supervised Year in Ministry Program, and the Director of the DMin Program
- Manage the Academic Affairs office workload and communications throughout the institution in close association with the Dean
- Provide support to the faculty, including assistance with work related to teaching and research, service to the seminary, and service to large publics within normal business hours. Assist with the facilitation of travel arrangements for faculty and students enrolled in immersion courses
- Assist with drafting and editing reports, contracts and other Academic Affairs materials
- Assist with administrative tasks of the Doctor of Ministry, Supervised Year in Ministry and Clinical Pastoral Education programs
- Maintain information on outlook calendar for the dean
- Assist in regular and special event preparation, which include, but are not limited to, graduation events, student orientations, faculty, and academic affairs staff retreats, faculty colloquia, etc. Specific tasks may include location scheduling and reservations,

ensuring appropriate room accommodations for the type of event, assisting with the preparation of necessary materials in advance of meeting/event, assisting with hospitality, room set up and tear down, ensuring adequate communication with all parties involved (may involve occasional evening or weekend work)

- Prepare and maintain academic catalog, course schedules, Doctor of Ministry handbooks, Supervised Year in Ministry handbook, Clinical Pastoral Education (CPE) handbook, and other official materials produced in the Academic Affairs office under the supervision of Dean, Associate Deans, and Director of the DMin program
- Serve as secretary of the Faculty Senate which includes scheduling and attending all regular meetings of the Faculty Senate, preparing minutes of all regular meetings of the Faculty Senate, scheduling and facilitating committee meetings of the Faculty Senate, manage faculty search processes
- Manage access to the online learning platform, Moodle, for faculty, staff, and adjuncts. Create semester courses and manage course enrollments. Create semester course evaluations and retrieve data for the dean. Maintain Moodle calendar with academic and course information
- Serve as a content editor for Academic pages on the Phillips website, including adding academic and worship information to the calendar
- Maintain files and official records of the Academic Affairs office
- Communicate and work collaboratively with members of the Academic Affairs staff, especially the Registrar and Dean of Students
- Represent the Academic Affairs office of Phillips and interact effectively with the employed community of Phillips, prospective, former, and current students, adjunct and emeriti/a faculty, trustees, donors, vendors, visitors, and the public treating them with diplomacy, positive attitude, and integrity
- Provide student help, monitor, research solutions for help desk inquiries

### **Competencies**

- Experience in coordinating the internal day-to-day operations of an executive, professional setting with minimal supervision, using sound judgment, initiative, and discretion
- Proficient use of Microsoft Office/Office 365 including but not limited to Word, Excel, and PowerPoint, as well as other general office equipment
- Familiarity with and the ability to navigate databases, Student Information Systems, and Learning Management Systems
- Excellent interpersonal/written communication skills
- Sensitivity to working in a multicultural and very diverse setting
- Strong organizational skills with the ability to manage competing responsibilities, prioritize projects and details, and meet deadlines
- Acute attention to detail
- Ability to work independently and as a member of a team with emphasis on collaboration and tact; professionalism, confidentiality, and flexibility are critical to success in this role

### **Supervisory Responsibility**

None

**Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

**Physical Demands**

This position is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets, and bend or stand as necessary. This position also assists with classroom setups for on-campus courses as needed.

**Position Type and Expected Hours of Work**

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Travel**

No overnight travel is expected for this position. There may be occasional local day travel.

**Required Education and Experience**

- Bachelor’s degree in business or administration or related fields preferred or a minimum of 7 years’ successful administrative assistant/office management experience.

**Preferred Education and Experience**

None

**Additional Eligibility Qualifications**

None required for this position.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signature:**

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_