

## **Position Description for Program Assistant**

**FLSA Classification:**  
PT/Non-exempt

**Salary Grade/Level:** A12

**Position Title:** Program Assistant  
**Reports to:** Vice President of Academic Affairs and  
**Dean Date Created/Revised:** November 2023

Phillips Theological Seminary offers theological education dedicated to learning the way of Jesus in order to cultivate vital congregations, communities, conversations, and the public good. We are a progressive and inclusive institution affiliated with the Christian Church (Disciples of Christ). Located at the convergence of the Muskogee (Creek), Osage, and Cherokee Nations and just minutes east of the Greenwood District of Tulsa, OK, better known as Black Wall Street, Phillips is committed to justice initiatives and relational solidarity. In 2021, the city of Tulsa commemorated the 100<sup>th</sup> anniversary of the 1921 Race Massacre. The Massacre has been identified as the worst race massacre in American history. We are passionately committed to diversity, interculturality (e.g., Africana, Latinx, Asian, and Indigenous American communities), and justice with attention to the social realities of race, class, ethnicity, gender, and queer expressions of the human experience.

### **Summary/Objective:**

The Academic Affairs Program Assistant is the primary support for the Doctor of Ministry (DMin) Program, Immersion Program, the Black Church Traditions and African American Faith Life (BCTAAFL) Program, and Chapel. The Program Assistant performs clerical and support tasks related to the academic administration of various programs within the academic administration of the institution.

### **Essential Functions:**

#### General Support

- Provide administrative and organizational support for the Director of the DMin Program, Director of the AAFLBCT Program, Immersion Program lead faculty, and Chapel staff.
- Manage the workload of assigned programs and communications throughout the institution in close association with program staff.

#### DMin Support

- Reach out to each student, inviting them to make appointments with the Director at least once a year.
- Contact students, inviting them to make appointments with the Director about their

- progress in the project phase.
- Work with Communications on recruitment materials and strategies.
- Ensure appropriate courses are offered during DMin sessions (currently working with a 3-year projection).
- Work with the registrar before DMin sessions to ensure that information about course offerings is sent out within an adequate timeframe.
- Work with the registrar to place students in appropriate courses.
- Make e-introductions between faculty advisors/readers and students.
- Work with Advancement on two DMin fellowships.
- Update and maintain the DMin portions of the seminary catalogs, DMin handbooks, and DMin website and Canvas information.
- Answer student questions as they arise and/or find the answers.

#### Immersion Support

- Handle paperwork for each immersion course (create and secure completed enrollment forms, accident waivers, and produce related course fliers).
- Make travel arrangements for students taking an immersion course.
- Communicate with immersion sites as requested by the professor.
- Keep an account of each trip's budget/expenses.
- Communicate immersion trip details to the Dean's Office for appropriate placement in course schedules and catalogs with necessary enrollment lead time.

#### Other Support

- African American Faith Life and Black Church Traditions (AAFLBCT) – provide support as needed by the program director, including website updates and content creation, working with the Communications staff.
- Chapel – provide secretarial support, including (but not limited to) printing bulletins and preparing check requests for guest preacher/musician honorariums as needed.
- Performs miscellaneous job-related duties as assigned.

(Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.)

#### **Competencies:**

- Experience coordinating the internal day-to-day operations of a 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, PowerPoint, and 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 team member with emphasis on collaboration and tact, professionalism, confidentiality, and flexibility is critical to success in this role.

**Supervisory Responsibilities:**

- No supervisory responsibility

**Work Environment:**

This position requires an independent and creative self-starter with great attention to detail. The work environment requires self-management and must be conducive to productivity with timely responses to Phillips employees and supervisor. This job operates in a professional office environment and routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

**Physical Demands:**

This position is largely sedentary; however, some filing is required. This would require lifting files, opening filing cabinets, and bending or standing as necessary. This position also assists with classroom setups for on- campus courses and setup for special events as needed.

**Position Type/Expected Hours:**

This position is part-time and requires 20 hours per week. Occasional evening and weekend hours for special events.

**Travel:**

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

**Required Education/Experience:**

- Bachelor's degree or at least seven years of successful administrative assistant/office management experience.

**Preferred Education/Experience:**

- Experience in Higher Education setting preferred.

**EEO Statement:**

Phillips is an ecumenical seminary of the Christian Church (Disciples of Christ). We are approved by the University Senate of the United Methodist Church. Phillips Theological Seminary is an equal employment opportunity employer who complies with all federal, state, and local equal employment opportunity laws, including Title IX of the Education Amendments of 1972 and Title VI of the Civil Rights Act of 1964. The Seminary does not discriminate against employees or applicants based on race, color, national or ethnic origin, alienage and citizenship status, marital status, age, sex, gender (including gender identity and expression), sexual orientation, genetic information, pregnancy, disability, military status, or religion. The Seminary's commitment to equal opportunity extends to all aspects of the employment relationship, including hiring, promotions, training, working conditions, compensation, and benefits.

**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 position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the job. Duties, responsibilities, and activities may change at any time, with or without notice.

**Signature:**

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

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