

POSITION DESCRIPTION

INTERNATIONAL THEOLOGICAL SEMINARY

CHIEF OPERATING OFFICER

Assist the President in promoting and advancing the cause, the purpose and the mission of the Seminary.

Oversee and provide necessary guidance and assistance to administrative staff for the smooth operation of the seminary.

Provide continuity of leadership at times when the president is not on campus.

Provide leadership and oversight for the Seminary's campus and dormitory operation and maintenance

Work closely with the Registrar, Director of Admissions and others in the relationship and interaction with residential students

Ensure that necessary policies in the Operation Manual are written or updated annually.

Provide ongoing in person presence in the office for the smooth operation of ongoing activities of the seminary

Be the liaison to the Presbytery of San Gabriel (owner of the campus property) and the other property tenants for campus management purposes.

Serve in any other capacity as deemed necessary by the President

- Work hours: 20-25 hours per week
- Salary range; \$2,000 - \$2,500 per month
- Reports to the President

Qualifications:

- Experience with higher education or similar institutions
- Superior management skills; ability to influence and engage others
- Proven track record in facilitating progressive organizational change
- Excellent interpersonal and communication skills
- Stable job record
- Honest, ethical and operates in a confidential manner

If you are interested in applying for this position, please contact Ei Meren Gusto at eimerenacierto@itsla.edu. Please include a resume and a cover letter explaining how your experience qualifies you for the position.