



INTERNATIONAL THEOLOGICAL SEMINARY  
540 East Vine Avenue, West Covina, CA 91790 USA | Tel 626.653.9547 | www.itsla.edu

## **Administrative Assistant for Academic Affairs Job Description**

### **POSITION SUMMARY**

International Theological Seminary's Administrative Assistant for Academic Affairs is responsible for organizing and coordinating office operations and procedures to ensure organizational effectiveness and efficiency within the Academic Department. In addition, this position provides executive-level professional support to the Dean of ITS. The Administrative Assistant works closely with the Dean and Assistant Dean and will serve as the point of contact and liaison between the Dean's Office to the Offices of the President, Registrar, Finance and Accounting, Admissions, Student Life, International Student Services, Advancement, Alumni Relations, IT, and Library.

### **PRIMARY DUTIES**

- Coordinate and manage the Dean's daily appointment schedule, including travel, off-campus meetings, and project deadlines.
- Draft and prepare original correspondence to, faculty, staff, students, organizations, and individuals.
- Serve as a liaison in communicating with other executives' offices, faculty, staff, and students, as appropriate.
- Provide administrative and project management support to the Dean.
- Assist the Dean with coordinating and executing academic events including the Colloquium, Reformed Theology Lectures, Convocation Services, Commencement Services, etc.
- Manage, coordinate and process the hiring full-time and adjunct faculty, including applications, interviews, contracts and pay sheets.
- Maintain records and databases of full-time and adjunct faculty personnel files.
- Assist in compiling and submitting accreditation reports to ATS and BPPE as needed.
- Work closely with the Academic Dean and Assistant Dean to review, format, and edit the Academic Catalog and Academic Calendar annually.

### **EDUCATION AND EXPERIENCE REQUIRED**

- Bachelor's Degree and some academic experience preferred. Equivalencies will be considered.
- Knowledge of office administration and knowledge of human resource management and supervision.

### **SKILLS AND ABILITIES REQUIRED**

- Demonstrates evidence of organizational and administrative skills and sound work ethics.
- Positive supervisory skills, excellent interpersonal skills, and effective team-building skills.
- High-level computer skills, proficient in Word, Excel, internet search abilities, and able to manage and use e-mail efficiently and effectively. Type a minimum of 50-65 words per minute accurately.
- Self-initiating person who is mature, highly motivated, able to prioritize, and possesses and has demonstrated evidence of above-average analytical and problem-solving skills.
- Effective verbal and listening communication skills

- Excellent written communication, grammar and spelling skills.
- Attention to detail and strives to provide a high level of accuracy.
- Possesses time management and stress skills. Composed under multiple demands.
- Understanding of and commitment to the mission of International Theological Seminary.
- Maintain a lifestyle consistent with sound Christian principles and standards of conduct promulgated by the institution.
- Warm, interpersonal skills, cordial, professional demeanor.
- Ability to work with many different people and handle a variety of tasks, all with a good sense of humor.
- Honest, trustworthy, respectful, possess cultural awareness and sensitivity.
- Flexible when necessary, able to handle change gracefully.

#### **POSITION DETAILS**

Part-time: 20 hours per week; 9 months/year

#### **SUPERVISION RECEIVED**

Responsible to the Academic Dean/ Vice President of Academic Affairs