

Job Description

Department: Provost/Dean of Academic Services Office

Status: Exempt

Reports To: Provost/Dean of Academic Services

Position Summary: Provide a wide range of administrative, research, hospitality and project support to the Provost of the Seminary and the Women's Studies Center (WSC).

Knowledge and Skills: The Executive Assistant will be a college graduate with a record of successful work in a busy office environment, possessing excellent administrative, interpersonal, intellectual and leadership skills. This person must be able to assume responsibility without direct supervision; exercise initiative, judgment, discretion; have excellent writing and verbal skills; work in a team environment with other staff; and make decisions within the scope of assigned authority. Ability to coordinate larger events that involve the Women's Studies Center. Some knowledge of marketing and social media is preferred. A clear Christian commitment is expected.

Duties and Responsibilities:

- Keeping the Provost's calendar, making appointments as appropriate.
- Edit the WSC's newsletters, blog and other documents as requested.
- Scheduling and arranging logistics for all WSC meetings, conferences, and for some other seminary events related to the Women's Studies Programs.
- Undertaking research or projects for the Provost.
- Work with Populi software and update information as needed.
- Editing and sending letters to mailing lists.
- Taking and composing minutes of all WSC meetings.
- Preparation of Provost's and WSC's expense reports.
- Copying, distributing, faxing and filing of documents.
- Other duties as required by the Provost.
- Coordinate meeting with Presidential scholars.
- Coordinate meetings, retreats, receptions, gatherings, and other events for WSC.

Education, Work Experience and Personality:

- Educated to at least degree level with a broad range of knowledge, with understanding of education and seminary issues especially helpful.
- Must be able to converse and write easily.
- There should be relevant experience in an office environment, including demonstration of leadership abilities.
- Confidentiality in items related to the Provost's office and compliance with FERPA and other regulations are a must.

Working Conditions

- Office environment – ability to work in a fast paced and stressful environment
- May be sitting for long periods of time
- Use of computer – may be looking at computer screen for long periods of time
- Must be able to lift more than 10 pounds
- Available to work as requested to fill in for other staff members as needed.

Equal Opportunity Employer/Statement of Faith

- Northern Seminary is an equal opportunity employer and welcomes applications from diverse candidates.
- Northern Seminary seeks candidates who are dedicated followers of Christ, have a sincere desire to be an integral part of the mission of the Seminary, and demonstrated commitment to Northern's statement of faith and standard of conduct.

Applicants should email a cover letter and resume, describing the candidate's experience as relevant to the position. Applications will be reviewed on a rolling basis and will continue until the position is filled. Applicants may request a complete copy of the position description through the Business office below.

Northern's vision is to lead the church and engage the world by providing sustainable facilities, training successful students and strengthening churches.