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**Job Description**

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| **Job Title:** | Seminary Program Assistant | |
| **Department:** | Seminary | |
| **Reports to:** | *Dean of the Seminary* | |
| **Status:** | Full-time (12 month at 35 hrs/wk) | Exempt or Non-exempt |
| **Position Summary:** | *Provide clerical support and coordination for a variety of seminary programs: D.Min., Field Education, Continuing Education, Guest Lecture Series, UDTS communications* | |
| **Position Scope:** | *Supervisory responsibility: none* | |
| *Teaching responsibility: none* | |
| **Principle Responsibilities:** | * *Assist the Director of the Doctor of Ministry program:*   + *Coordinate D.Min. Program*   + *Assist with email and other PR related to the degree*   + *Coordinate all D.Min. graduation and dissertation processes,*   + *Coordinate D.Min. residency program, keep budget records.* * *Assist the Director of Seminary Vocation:*    + *Assist with registration and commencement eligibility*   + *Organize Field Ed records for SPM and CPE courses*   + *Post open ministry positions online*   + *Support the work of Academic and Student Affairs Committee (minutes, documentation, communications)*   + *Assist in planning Board of Pensions Seminars (a Presbyterian Church program)* * *Assist the Pastor to Students/Director of Continuing Education:*   + *Assist with UDTS communications*   + *Assist with continuing education programs (CLPlus and Lectures); work on logistics and publicity; keep budget records* * *Answer phone, assist students, faculty, staff and visitors as needed.* * *Order office supplies for faculty.* * *Other duties as assigned.* | |
| **Qualifications:** | *Qualifications include (list as bullet points):*   * *High School diploma or Associates degree preferred* * *Specialized knowledge: Microsoft Word, Excel, Outlook, Moodle and Jenzabar* * *Excellent organizational, communication and interpersonal skills* * *Ability to work effectively with others and manage multiple priorities* * *Previous experience preferred* | |
| **Special Working Conditions:** | *Occasional evening and weekend events.* | |
| **Physical Requirements:** | *If the job is physically demanding, this should be stated in the job description. A physically demanding job is one where the incumbent is required to stand for extended periods of time, lift heavy objects on a regular basis, do repetitive tasks with few breaks, and so forth.* | |

August 2020