

**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.*
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| **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*
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| **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