

*Position Description for  
Administrative Assistant to Admissions & Student Services*

*Position Title: Administrative Assistant to Admissions & Student Services*

*Reports to: Director of Admissions & Student Services*

*Status: 30 hours a week (8 am to 3 pm)/\$15.00 an hour plus benefits*

*Mission of Position: The Administrative Assistant serves as the coordinator for the Office of Admissions and Student Services and shall provide organizational and administrative support to the Director of Admissions & Student Services and partner with the Director to enhance the seminary's communication with, hospitality for, and services to the student body.*

*Areas of Responsibility & Primary Duties*

*The Assistant is responsible for a variety of duties and activities that support Recruitment, Admissions, and Student Services at Phillips Theological Seminary. (The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- *Maintain current files and documents related to all student services resources, policies, procedures, and programs (e.g. Travel Grants, Counseling Services, Writing/Tutoring Services, Textbook Vouchers, etc.)*
- *Maintain Student Services Moodle site & Student Services section of SharePoint*
- *Develop/publish weekly student newsletter (THE UPDATE)*

- Create weekly announcement PowerPoint presentation
- Maintain all Student Services-related information on the website
- Coordinate the student scholarship thank you letter campaign in collaboration with the Stewardship Office
- Provide planning, catering arrangements, and hands-on service and hospitality for community meals
- Care for the physical spaces affiliated with Student Services (chapel plants, kitchen, kitchen storage vault, Student Commons, bulletin boards, etc.)
- Assist with the planning, organization, and implementation of major student services events throughout the academic year, such as the spring awards day luncheon, senior banquet, and graduation
- Offer administrative support to the Director of Admissions & Student Services, including, but not limited to, scheduling meetings, assisting with drafting and editing reports and materials, monitoring progress on projects and tasks as assigned, maintaining Outlook calendar and contacts, answering phones, drafting, proofing, and sending correspondence (which includes letters, forms, technical materials, excel spreadsheets), organizing official files and records, processing check requests, and serving as secretary as needed for meetings related to the work of the department
- Provide relief support for the seminary receptionist
- Create an office atmosphere which is inviting to visitors, students, faculty and staff.

**Qualifications:**

The successful candidate will possess the following:

- Bachelor's degree preferred but not required
- Minimum of 5 years successful administrative assistant/office management experience (experience in an educational environment a plus)

- *Experience in coordinating the internal day-to-day operations of an executive, professional setting with minimal supervision, using sound judgment, initiative, and discretion*
- *Proficient use of Microsoft Office/Office 365 including but not limited to Word, Excel and PowerPoint, as well as other general office equipment*
- *Ability to manage large mail-merge projects*
- *Familiarity with and ability to navigate databases and Learning Management Systems*
- *Excellent interpersonal/written communication skills*
- *Acute attention to detail*
- *Sensitivity to working in a multicultural and very diverse setting*
- *Strong organizational skills with the ability to manage competing responsibilities, prioritize projects and details, and meet deadlines*
- *Ability to work independently and as a member of a team with emphasis on collaboration and tact; professionalism, confidentiality and flexibility are critical to success in this role*