AUSTIN PRESBYTERIAN THEOLOGICAL SEMINARY

JOB TITLE: Part-Time Administrative Assistant
DEPARTMENT: Program in Formation for Ministry
REPORTS TO: Academic Dean
FLSA STATUS: Non-Exempt
DIRECT REPORTS: Student workers

SUMMARY: The Administrative Assistant provides administrative support to the Director of Formation for Ministry including the maintenance of data, correspondence, and telephone support, coordinates the Occasional Pulpit Supply and Profiles in Ministry programs. The administrative assistant also provides support for the faculty.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

* Respond to calls and questions about Formation for Ministry programs
* Prepare and process correspondence Directors’ teaching/committee, publishing & lecture, denominational activities workload
* Manage Formation for Ministry data including contacts, placements, internship sites
* Coordinate Occasional Pulpit Supply including calls from churches and correspondence
* Manage Director’s schedule
* Plan meetings of students/supervisors (conferences, other meetings)
* Manage the Profiles in Ministry program
* Provide administrative support to the Faculty as necessary

MINIMUM QUALIFICATIONS

Education: High school education or equivalent; some college preferred.

Certifications/Training: None.

Experience: 3 to 5+ years administrative/secretarial experience.

Special Requirements/Skills: Strong oral and written communication skills.
Strong customer service and interpersonal skills.
Strong conflict management and resolution skills
Basic knowledge of computers/software, including Windows and various word processing, spreadsheet, and database programs.
Ability to type at least 40 wpm accurately.
Knowledge of religious terminology
Understanding of the academic setting/ethos.
Ability to work independently.
Commitment to being a team player.
Ability to use discretion and maintain confidentiality.
Ability to organize and prioritize work.
Agility in multi-tasking.
Ability to analyze and summarize data in a clear and concise manner.
Ability to make decisions based on incomplete or imperfect information.
Maintains a bias toward action.
**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or listen, and is occasionally required to stand, walk, reach using hands and arms.

**Disclaimer:** The statements herein are intended to describe the general nature and level of work being performed by the incumbent in this position, and assist in evaluating this job fairly and equitably. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. Management may change the duties and responsibilities at their sole discretion, and may request the employee perform duties not listed on the job description. This job description is not a “contract” between the incumbent and the employer.

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

Human Resources: _______________________ Date: ___________________________