

# **Position Announcement for Administrative Assistant to Ministry Training Program**

**Classification:**

non-exempt

**Salary Grade/Level/Family/Range:**

A13

**Position Title:**

Administrative Assistant to Ministry Training Program (based in Columbia, MO)

**Reports to:**

Director of the Ministry Training Program

**Date Created/Revised:**

November 2019

**Mission of Position:**

The Administrative Assistant serves as the coordinator for the Office of the Ministry Training Program in Columbia, MO and shall provide organizational and administrative support to the Director and partner with the Director to enhance the seminary's communication with, hospitality for, and services to the Ministry Training Program student body.

**Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Offer administrative support to the Director of the Ministry Training Program, 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 and taking minutes as needed for meetings related to the work of the department
- Maintain current files and documents related to all Ministry Training Program resources, policies, procedures, and programs
- Receive, process, and manage all documentation required for a prospective student's registration
- Maintain office records including mailing lists, email lists, donor, student and continuing education files, etc.

- Develop, implement, and evaluate instructor support services to include course set-up and building, instruction training, and course evaluation tools.
- Maintain MTP Student Services Moodle (currently known as MTP Success with Tech site)
- Develop/publish monthly prospective/student newsletter (THE MTP UPDATE)
- Maintain all Ministry Training Program-related information on the website in coordination with Communications office
- Assist with the planning, organization, and implementation of major MTP student services and recruiting events throughout the year, such as Regional and/or General Assembly/ies, Graduation, and Advancement or Alumni gatherings
- Record MTP course grades and maintain all student transcripts
- Coordinate the student scholarship thank you letter campaign in collaboration with the Business Office and Advancement Office
- Assist with the execution of iFund Phillips calls for the Ministry Training Program donors in coordination with Director and Advancement office
- Care for the physical spaces affiliated with Ministry Training Program
- Create an office atmosphere which is inviting to visitors, students, faculty and staff.

**Competencies:**

- Proficient use of Microsoft Office/Office 365 including but not limited to Word, Excel and PowerPoint, as well as other general office equipment
- Familiarity with and ability to navigate databases, Student Information Systems, and Learning Management Systems
- High comfort-level navigating a wide variety of technological tools and resources, along with the ability to assist students with their online learning needs
- Excellent interpersonal/written communication skills
- Capability to execute large mail-merge projects
- 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
- Acute attention to detail
- 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
- Capacity to honor confidentiality is critical to success in this role

**Supervisory Responsibilities:**

None

**Work Environment:**

This job primarily operated in a clerical office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, and mail machines.

**Physical Demands:**

When special events are scheduled, this position requires the ability to stand for long periods of time, lift and carry boxes of materials, and work extended hours.

**Position Type/Expected Hours:**

This position is full-time. Regular hours are 8 am to 5 pm with an hour for lunch. Evening and weekend work may be required during certain seasons within the academic year.

**Travel:**

None

**Required Education/Experience:**

- Bachelor's degree preferred but not required
- Minimum of 5 years successful administrative assistant/office management experience (experience in an educational environment a plus) coordinating the internal day-to-day operations of an executive, professional setting with minimal supervision, using sound judgment, initiative, and discretion

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. 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. Duties, responsibilities, and activities may change at any time with or without notice.

**Application Instructions:**

Please email a cover letter expressing interest in the position, being as specific as you can, and detailing relevant professional experience, education, and training, along with a resume, including the names and contact information of at least three professional references to [gwen.derrick@ptstulsa.edu](mailto:gwen.derrick@ptstulsa.edu).

**Application Deadline**

Until Filled.