



PROVIDENCE

SEMINARY ADMINISTRATIVE ASSISTANT

For nearly a century Providence has been a Christian academic community in the evangelical tradition that teaches people to grow in knowledge and character for leadership and service. Our vision is to become a leading Canadian Christ-centred university that transforms students into leaders of knowledge, character, and faith to serve Christ in a changing world.

POSITION OVERVIEW

Reporting directly to the Seminary Academic Dean, the Seminary Administrative Assistant is supportive in various administrative roles including assisting the Dean and Faculty in daily office administration. The Administrative Assistant will be creative with attention to detail and enjoy working in an academic environment that serves students. This position is also responsible for the Seminary reception related duties.

SUMMARY OF DUTIES AND RESPONSIBILITIES

ASSIST SEMINARY DEAN AND FACULTY

- Oversee the Enter Student Questionnaires (ESQ) in Fall and the Graduating Students Questionnaire (GSQ) according to current process and procedure
- Oversee all requirements for surveys and information requested by the Association of Theological Schools (ATS) or other accreditation bodies
- Prepare and distribute meeting agendas, minutes, and other administrative materials for the Faculty Executive and Pastoral Advisory Council including annual calendar of meetings
- Ensure that Seminary faculty members are supplied with appropriate technology for their work. Assist faculty as needed with administrative duties
- Oversee the posting and collection of syllabi for all courses
- Maintain office supplies, as necessary
- Be a clearinghouse for physical plant needs in the Seminary, such as maintenance of audio-visual equipment, classrooms, drinking water etc.
- Oversee distribution of communication whether printed or in electronic form as needed
- Coordinate with Provost Office to ensure that adjunct faculty have contracts
- Post Seminary purchase requisitions to the Business Office
- Assist in various duties with respect to accreditation such as compiling statistics, annual reports, mailing collating various surveys, and hosting accreditation personnel
- Be a clearinghouse for faculty evaluation forms and files

- Distribute meeting agendas, minutes, and other administrative materials to faculty
- Assist in other duties as assigned

SEMINARY RECEPTION DUTIES

- Maintain a personal presence in the Seminary office; includes answering inquiries in person and on the phone
- Filing purchase requisitions
- Maintain Seminary information; course catalogues, lists, locations, and time of class meetings.
- Maintain all syllabi in electronic and hard copy form from previous 5 years
- Relay phone messages to appropriate individuals
- Anticipate problems and discuss them with the academic dean or other appropriate personnel

DUTIES PERTAINING TO SEMINARY STUDENTS

- Serve on the graduation committee both University College and Seminary graduation ceremonies and banquets
- Organize and assist with planning of all special events of the Seminary.
- Maintain supplies in student lounge
- As appropriate, assist students with academic issues or provide referral options to students
- Participate in the ongoing life of the Seminary including chapels, meals, and other community building activities

OTHER EVENTS AND DUTIES

- Assist with occasional institutional duties as they arise
- Participate on institutional committees as applicable to the position
- Interface with Providence food services, student housing, and other departments as appropriate
- Coordinate with outside vendors to serve faculty and students as appropriate

COMPETENCIES

- Professionalism and adherence to ethical standards
- Administrative skills
- Solution minded: Ability to give full attention to what other people are saying and to use logic and reason to identify the strengths and weaknesses of alternative solutions
- Knowledge: Job requires someone that can easily troubleshoot and identify solutions
- Communication: Excellent skills both oral and written and interpersonal communication; ability to move about campus and to interact with students, faculty, staff and constituents
- Initiative: Job requires a willingness to take on responsibilities and challenges
- Dependability: Job requires being reliable, responsible, and dependable, and fulfilling obligations

- Attention to Detail: Job requires being careful about detail and thorough in completing diverse work tasks
- Ability to work independently: Follow through on multiple assignments promptly, to coordinate and prioritize a variety of diverse tasks
- Confidentiality: Ability to exercise discretion, confidentiality, integrity, diplomacy, professionalism, and tact
- Adaptability: Flexible, resilient
- Time management and prioritization skills;
- Logistic organization
- Respect
- File system management skills
- Team member and community builder

EDUCATION AND QUALIFICATIONS

- Two-year College or Technical school certificate in Business Administration preferred;
- Administrative skills demonstrating high-level of expertise in all areas of modern office practice and procedure
- Minimum 3-5 years office related experience or equivalent
- Proficient in MS Office 365 (intermediate to expert level) or current operating system
- Intermediate to expert level proficiency with database applications
- Willingness to take added training as required by the institution

PERSONAL COMMITMENT

- An enthusiastic personal Christian faith commitment.
- A commitment to Christian higher education.
- Support the Providence mission, vision, and values.
- Affirm the Providence [Statement of Faith](#)
- Agree to abide by the Providence [Covenant of Community Life](#)

WORK ARRANGEMENT

- This is a full-time position at 37.5 hours per week, in person on the Otterburne campus.

APPLY

Submit a cover letter, resume and three references by email to:

Jeff Anderson, Seminary Academic Dean
 c/o Marlin Reimer, Director of Human Resources
 Email: hr@prov.ca

Start Date: October 16, 2023. Some flexibility with start date.

Consideration of applications will continue until the position is filled. All qualified candidates are encouraged to apply; however, Canadian citizens and Permanent Residents

will be given priority. Applications from members of underrepresented groups are especially welcome. We thank all applicants for their interest. However, only those selected to proceed in the application process will be contacted.

Further information about Providence University College and Theological Seminary may be found at prov.ca.