



## **Title of Position: Administrative Coordinator for Contextual Ministry and Student Life**

**Department:** Academic Affairs and Student Life

**Job Status:** Full-Time

**Reports To:** Director, Contextual Ministries, and to the Associate Dean of Students

**FLSA Status:** Exempt

**Work Schedule:** M-F 40 hours; 30 hours per week as Administrative Coordinator for the Contextual Ministry Program, and 10 hours per week as Administrative Coordinator for the Office of Student Life

**Positions Supervised:** occasional project-based student worker(s)

### **POSITION SUMMARY**

**The Administrative Coordinator for Contextual Ministry and Student Life supports the work of the Associate Dean of Student Life and the Director of Contextual Ministry. This person will be responsible for program management as well administrative tasks. The person will be organized, able to manage multiple projects, and detail oriented. They will also work well with people, communicating clearly both verbally and in writing, and being responsive to the needs of students, and those who work to support their education.**

### **ESSENTIAL FUNCTIONS**

#### **Program Coordination**

- Manage scheduling and logistics for CXM program orientations and enrichment sessions, including but not limited to scheduling rooms, issuing invitations, agenda, materials, confirming leaders and participants, etc.
- Communication of expectations and due dates for students, lay convenors and supervisors will be issued according to plan outline and timetable and presented in annotated calendars for each cohort.
- Serve as an Assistant/TA for CXM courses
- Assist Director, seminarians, CXM supervisors, and lay committee conveners in all aspects of CXM
- Create a welcoming and hospitable environment in the CXM department and the Office of Student Life in all interactions with internal and external constituents.,
- Supervise CXM and Student Life student worker(s).

#### **Logistics**

- Coordinate and make arrangements for meetings, gatherings and receptions both in person and using online platforms. (such as Senior Lay Committee Celebration Dinner in April and Lay Committee workshops in September and March)
- Manage logistics for enrichment sessions and events including general calendaring, course and room scheduling and set-up, refreshments, class lists, name badges, information packets, and signage.

- Manage hospitality (room reservations, meal tickets, etcetera) for supervisors, facilitators, speakers, and guests.
- 

### **Records**

- Coordinate the orientation, placement, and credit approval process for all students taking Clinical Pastoral Education (CPE)
- Maintain complete/up-to-date records of CXM sites, supervisors, and lay committees
- Maintain CXM webpage and Bright Space sites keeping forms and manuals up to date and facilitating access
- Maintains student and program records and track services provided by the Office of Student Life

### **Administration**

- Provide administrative support to Director of Contextual Ministry and the Associate Dean of Students (ex. compose correspondence, assist with budgets, process checks and reimbursements)
- Manage calendars for the Associate Dean of Students and CXM department (scheduling appointments and meetings)
- Staff committees and manage organizational projects (take minutes and maintain files)

### **Other Duties**

Perform other duties as assigned by either the Director of CXM or the Associate Dean of Students

### **POSITION QUALIFICATIONS**

#### **Competencies:**

- Experience exercising judgment and diplomacy in working with diverse groups to address complex issues.
- Exceptional written, verbal communication and presentation skills.
- Familiarity with or willingness to learn about the Episcopal Church
- Gracious and helpful demeanor
- Ability to anticipate and address institutional and individual priorities and expectations.
- Ability to maintain confidentiality
- Leadership capacity

### **SKILLS & ABILITIES**

#### **Education:**

- Bachelor's degree preferred.

#### **Experience:**

- 5+ years of experience working in complex organizational environments, preferably higher education.
- Experience balancing program administration with general administrative support.

#### **Computer Skills:**

- Excellent administrative skills including facility with Microsoft Office Suite, knowledge of data base applications, experience with web-based platforms, willingness to learn new skills.
- Experience with Student Information Systems and Learning Management Systems preferred.

**PHYSICAL DEMANDS**

- Stand, walk, sit, type, reach outward, reach above shoulders up to 8 hours/day. Lift 10 lbs. or less up to 0-2.5+ hours/day.

**WORK ENVIRONMENT**

Work is performed primarily in office.

The Seminary has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Seminary reserves the right to change this position description and/or assign tasks for the employee to perform, as the Seminary may deem appropriate.