



ANDERSON UNIVERSITY

Office of Work Life Engagement

Position Announcement

Position: Administrative Assistant to the Dean of School of Theology & Christian Ministry

Department: Dean of the School of Theology and Christian Ministry

Reports to: Dean, plus Department Chair, Christian Ministry (Undergraduate Program)

Administrative support to the Dean of SOT and the Department Chair of the Department of Christian Ministry for the efficient and effective conduct of the Offices of the Dean and Department Chair facilitating the operation of the School of Theology and the undergraduate Department of Christian Ministry.

Responsibilities:

- Managing the office, scheduling and organizing a wide variety of meetings, appointments, travel arrangements and other events; prepare and maintain calendars,
- Managing general office operations including reception, telephone, receiving/responding to inquiries, administering budget, prepare salary or contract letters, processing payroll certifications, processing invoices and requisitions, office supply inventory, maintenance of office equipment; composing and editing letters, documents, enrollment reports, budget reports, and correspondence,
- Train, supervise and manage activities of student staff, as necessary/assigned,
- Provide administrative support for faculty meetings and the Dean of Chapel; serve as building manager reporting problems or necessary maintenance, schedule use of building with AU groups,
- Coordinate annual Association of Theological Schools report annually,
- Coordinate MTS exams, sending correspondence, scheduling computer lab, preparing and proctoring exam,
- Assist with coordinating special events (Hooding Ceremony, Newell Lectures, provides back-up technical assistance for Chapel and events.
- Other duties as assigned

Qualifications:

Prior administrative, clerical support and bookkeeping experience sought. Demonstrate proficiency with Microsoft Office Suite (Word, Excel, and PowerPoint). General knowledge of the structure, policies and procedures of an institution of higher education. Highly proficient with computers including word processing, spreadsheet. Work independently, detailed oriented, organize projects, and prioritize work flow to complete multiple tasks simultaneously and accurately. Work with reports, information and correspondence with a high degree of confidentiality. Demonstrate excellent interpersonal, communication and problem-solving skills to effectively represent the university to multiple constituencies.

Benefits:

This is a 12-month, full time, 100% FTE. Position is eligible for University benefits.

Position Available: Review of candidates will begin immediately and continue until the position is filled.

Qualified and interested candidates should submit a letter of interest, resume and [employment application](#) to staffjobs@anderson.edu. Final candidates are expected to provide an official transcript. Persons with an application on file or qualified university employees may submit a letter of interest to staffjobs@anderson.edu. Current employees are also expected to notify their supervisor of interest in this position.

[Anderson University](#) is on a [mission](#) to educate students for lives of faith and service, offering more than [60 undergraduate majors](#), [30 three-year degrees](#), [20 NCAA Division III intercollegiate sports](#), alongside [adult](#) and [graduate](#) programs. The private, liberal arts institution is fully [accredited](#) and recognized among top colleges for its [business](#), [computer science](#), [cybersecurity](#), [dance](#), [engineering](#), [nursing](#), and [teacher education](#) programs. Anderson University was established in 1917 in Anderson, Indiana, by the [Church of God](#).

AU is an equal opportunity employer. Persons who bring diversity are encouraged to apply. Anderson University complies with federal and state requirements for non-discrimination in employment with regard to sex, age, race, color, disability, and national and ethnic origin.

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