

Administrative Assistant - Job Ad

Nazarene Theological Seminary, located in south Kansas City, is in need of a full-time Administrative Assistant to the Dean. The Administrative Assistant manages the day-to-day operations of the Dean's office. The Administrative Assistant provides a bridge for smooth communication between the Dean's Office and other internal departments.

Primary Job Responsibilities include but are not limited to:

- Answer phone calls and greet in-person visitors, be the first face/voice of the Dean's Office
- Manage file and document retrieval systems
- Maintain equipment, office supplies, and technical needs for the Dean and office staff
- Track and maintain all academic budgets and developmental funds
- Assist with the logistics of Dean's Office event planning, including Commencement
- Assist in the preparation and review of reports and documents
- Prepare draft agendas, take minutes, then collect and post resources for meetings, workshops, and lectures
- Assist the Dean with executing strategic initiatives and special projects
- Effectively manage the Dean's calendar
- Prepare internal and external communications for the Dean's Office
- Coordinate logistics for faculty (full time, affiliate, adjunct and part time) as requested; coordinate the onboarding of new faculty members
- Assist with HR paperwork, such as W-4 forms, W-9 forms, and other payroll information

Required Qualifications

- Bachelor's degree, or equivalent work experience
- 2+ years of relevant work experience
- Strong interpersonal skills and ability to connect with a diverse group of individuals
- Ability to handle confidential matters with tact and discretion.
- Strong written and oral communication skills
- Proactive and service oriented personality
- Detail oriented, flexible, and able to multi-task
- Ability to work independently and with a team
- Basic math skills required, including adding, subtracting, and calculating percentages.
- Proficient in Microsoft Office and comfortable with internet browsing interfaces and cloud based-systems
- Ability to periodically work weekends, evenings

Preferred Qualifications

- Experience with higher education, theological studies, or ecclesiastic structure strongly preferred
- Ability to anticipate future needs of the Dean's Office, and implement solutions to meet them independently

Physical Requirements:

- Physical Activities: Sitting, standing, walking, bending, reaching, keying, and data entry
- Lifting Requirements: Up to 50 pounds occasionally
- Vision Requirements: Close visual acuity

Work Environment

- Environmental conditions: Inside
- Noise levels: Usually quiet

This is a full-time, non-exempt position with a schedule of 36 hours per week. The core required schedule is Monday-Thursday, 8:30am-4:30pm (office is closed on Fridays), with periodic evening and weekend work. Compensation is based on education, expertise, and experience. Benefits include medical, dental, and vision insurances, 401k plan with matching, paid time off, and holiday pay.

To apply, please submit a cover letter, and resume to HR@NTS.EDU. Please also apply via our website: <https://www.nts.edu/human-resources/employment-application/>

The Mission of Nazarene Theological Seminary, a graduate school of theology in the Wesleyan-Holiness tradition, is to prepare women and men to be faithful and effective ministers of the Gospel of Jesus Christ, and to offer itself as a theological resource in service to the Church of the Nazarene, its sponsoring denomination, and the wider Christian Church. NTS is a missional seminary serving a missional church. Learn more at www.nts.edu.