

Inviting Applications

EXECUTIVE ASSISTANT FOR ADMINISTRATIVE SERVICES AND INSTITUTIONAL ASSESSMENT Hood Theological Seminary

Hood Theological Seminary located in Salisbury, NC, invites applications for the position of Executive Assistant for Administrative Services and Institutional Assessment. This administrative leadership position offers a good opportunity for a highly skilled individual to collaborate in a freestanding theological school that prepares leaders of ministry in a diverse society.

Supervisor: **President**

Department: **President's Office**

Qualifications: Ability to relate to students, faculty, staff, church officials, trustees, higher education officials and the general public. Self-starter and problem-solver. Able to handle multiple responsibilities with absolute discretion and integrity. Well-organized and attentive to details. Even-handed and level-headed. Emotional maturity and intelligence, i.e., a high level of self-awareness, awareness of others, and an awareness of the institution's culture and external environment. Ability to be flexible and responsive, personable, and articulate. Understanding of and commitment to institutional mission. Master's degree and higher education administrative experience preferred. Familiarity with Microsoft Office software required, along with an ability to become familiar with institution-specific programs and software systems.

PRIMARY RESPONSIBILITIES AND DUTIES:

1. Serve as a principal day-to-day administrative official and decision maker with responsibility for the direction and management of non-academic seminary operations, including student housing, building and grounds and food services
2. Work closely with the President and the School's administrative team to provide leadership in planning, development, assessment and implementation of administrative programs and services.
3. Serve as Coordinating Administrator, reviewing and updating position descriptions for all staff employees; initiating annual performance planning and review process for staff employees; maintain secure personnel files; implementing hiring process for all non-faculty positions; and maintaining open communication with all employees to ensure common understandings

4. Serve as Coordinator of Institutional Research, including responses to accreditation, certification, inspection and survey reports.
5. Serve as a contact person for service vendors and, as appropriate, prepare agreements and contracts for signature by the President.
6. Provide executive secretarial and administrative support to the President's Office.

Application Process

Confidential inquiries are welcomed.

An application should include a letter describing relevant experiences and interest in the position; a resume; and three professional references. *References will not be contacted without consent from the applicant.*

For best consideration, application materials should be submitted by April 10, 2020 to Dr. Vergel Lattimore at vlattimore@hoodseminary.edu