

POSITION DESCRIPTION

Position Title: ACTS SEMINARIES EXECUTIVE ASSISTANT

Position Summary

The Executive Assistant provides administrative support to the ACTS Seminaries Executive Director and the leadership team. This position is the first point of contact for email and telephone inquiries and offers cordial assistance to guests coming through the ACTS Seminaries office. The successful applicant will contribute to efficient and integrated operation of the ACTS Seminaries Office as it serves the member seminaries and our students.

Duties & Responsibilities

1. Executive Assistant to the Executive Director: Provide administrative support for the Executive Director. Manage calendar, book events, prepare correspondence, take minutes for board meetings and other meetings as needed, and assist with administrative tasks for the other members of the ACTS Seminaries leadership team.
2. Reception and Welcome: First line of hospitality and customer service for all campus guests, students, faculty and staff requesting assistance from the ACTS Seminaries office. Provide friendly, helpful, professional welcome and assistance and direct guests to appropriate staff or faculty. Respond to all inquiries in a timely manner, including answering the phone and routing calls, and monitoring and responding to ACTS general email.
3. Community Correspondence: Assist with communication to the ACTS community. This includes posting class schedules, distributing faculty/staff mail, funnelling news information to the Marketing and Communication Coordinator and assisting in the creation, posting and distribution of announcements and news items. Maintain, update and distribute community information such as phone/email directories. Coordinate with the offices of the ACTS member seminaries and TWU.
4. General Office Responsibilities: Manage activity within the ACTS office area and larger facility. This includes reporting maintenance issues to the Maintenance Department, liaising with Campus Services and Security and organizing keys issued to faculty and staff. Monitor and stock photocopier, office and classroom supply inventory. Maintain the cleanliness and order of the ACTS office and the common areas of the Fosmark Centre.
5. Calendar and Booking Services: Manage the schedule of the Fosmark Centre meeting rooms and classrooms. This includes coordinating with the ACTS Academic Director on booking rooms for classes, receiving requests from internal and external groups for room bookings, scheduling and confirming bookings by email and providing billing information. Coordinate booking of live-stream and A/V classroom equipment.
6. Special Events and Projects: Assist with planning and execution of new student orientation, graduation, seasonal and special events. Assist the admissions office with event logistics, including preparation of event-specific promotional materials, setup of the event venue, working with Sodexo to facilitate catering, supervision of registration table and sign-in, and other event

activities as appropriate. Assist other departments and personnel on special projects or events as time allows.

7. **Team Involvement:** Participate in ACTS staff meetings, ACTS committees and committees within the broader TWU community as appropriate.
8. **General:** Responsible to act in a manner that exemplifies Jesus Christ in all on and off campus, living out the servant leadership mission of the ACTS consortium.

Supervision

Given: None
Received: ACTS Executive Director

Job Standards/Requirements

Education: BA preferred. At least two years formal post-secondary training with additional certificate in support services/administrative services will be considered.

Experience: At least 2-3 years directly related office support services in a high paced, ever-changing environment

Equipment: PC and other normal office equipment

Skills: Excellent interpersonal skills. Strong capacity for managing organized systems and projects. Strong organizational, problem solving and sound decision making abilities. A problem solver with an innate ability to develop and implement solutions. Advanced skill and working knowledge of MS software including Word, Excel, Powerpoint, Outlook and other software as required

Personal: Warm-hearted, committed, dedicated and mature Christian with a desire to serve in work, church, family and community. Commitment to the community covenant used by all individuals associated with ACTS Seminaries. Affirmation of the statement of faith from one of the ACTS Seminaries. Impeccable character and reputation. Positive and progressive outlook in the midst of a busy and challenging atmosphere.

Duties and responsibilities that do not constitute a major change may be added, deleted or changed at any time at the discretion of the supervisor either orally or in writing.

To apply:

Send resume, cover letter and short statement regarding your personal faith journey (max 250 words) to ryan.klassen@twu.ca.

We thank you for your interest. We regret that only those selected for an interview will be contacted.