

The Southern Baptist Theological Seminary

Position Description

Position Title: Senior Administrative Assistant to the Senior VP of Institutional Administration

Department: Institutional Administration

Position Code: L1300

Date Prepared: 6/6/17

FLSA Status: Exempt Non-Exempt

Full Time: Yes No

JOB SUMMARY:

The Senior Administrative Assistant serves the Senior Vice President of Institutional Administration by coordinating day-to-day activities of the office, and provides administrative support in all responsibilities of the SVP.

ESSENTIAL JOB FUNCTIONS:

The employee in this position will have the following essential job functions:

- Coordinates communication for the SVP including personal communication, written correspondence, email, and telephone
- Manages the SVP's calendar and is responsible for scheduling, as well as all travel arrangements
- Responsible for purchasing and maintaining office supplies, processing office expenses, and preparing expense reports
- Provides clerical support, including the preparation of Excel spreadsheets
- Assists with compiling data and information for special projects and reports
- Prepares reports for trustees, Financial Board, Office of the President, and external constituents
- Monitors the progress and status of all tasks and projects assigned to the office
- Meets with peers to coordinate the functions of the executive offices (President, Academic Administration, Academic Strategies, and Institutional Administration)
- Acts as the office liaison to all departments across campus, and with business and professional partners of the Seminary
- Must be able to handle highly confidential information with demonstrated poise, tact, and diplomacy
- Responsible for creating a hospitable and welcoming office experience
- Must be detail oriented

Performs other duties as may be assigned by supervisor.

EDUCATION:

The person in this position will have a BA or BS in a related field. Applicable work experience may be substituted.

EXPERIENCE:

The person in this position will have 2+ years of applicable administrative experience. Project management is a plus.

SUPERVISION:

The person in this position will report to the Senior Vice President of Institutional Administration.

WORK ENVIRONMENT:

The person in this position will work in a standard office environment.

EQUIPMENT:

The person in this position will use the following equipment: standard office equipment.