



CALVIN THEOLOGICAL SEMINARY

Job Title: VFO and DMIN Administrative Coordinator
Department: Vocational Formation Office (VFO)
Reports to: Director of Vocational Formation
Status: Part-time, 20-25 hours per week, hourly non-exempt

SUMMARY

The VFO and DMIN Administrative Coordinator will provide administrative support to the Vocational Formation Office and the Doctor of Ministry program. This person will generally do so by supporting students, formation group leaders, internship mentors, churches and others for the functions of the VFO, as well as providing logistical and administrative coordination for the DMIN program. The person in the position will work in partnership with VFO Team members and the DMIN Director. This is a part-time on-site position for typically three or four days per week, with some flexibility for remote work.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Provide administrative support to the work and team of the VFO including but not limited to the following key roles:
 - a. Provide support for student needs including information and logistics, forms as needed (assessment, reporting, etc.), scheduling of meetings with other VFO team members.
 - b. Review incoming communication, phone calls, email to respond and distribute to ministry sites, mentors, and others as needed.
 - c. Ensure clear communication and accurate tracking data for VFO and student information including newsletters and other communication.
 - d. Maintain the course management system for group leaders and students.
 - e. Schedule and administer Birkman assessments as needed.
 - f. Maintain and track all matters associated with student psychological assessments including: liaising with assessment providers, communicating with students, scheduling all psych testing, maintaining a confidential database of reports, overseeing DocuSign processes for mentor and therapists, maintaining accurate psych assessment requirements database in partnership with Drs. Gibson and Vandermolen.
 - g. Coordinate events/ gatherings related to the VFO including room reservations, hospitality needs, etc.
 - h. Monitor finances of the VFO including onboarding and payments to Formation Group (FG) leaders, reimbursements, budget tracking.
 - i. Monitor pulpit supply website requests from churches.
 - j. Monitor job postings and communication with churches and ministries seeking to post roles in ministry for students and alumni.

- k. Update and develop content for the VFO website.
 - l. Follow up with any pending matters for the VFO team.
 - m. Schedule oversight for the VFO, and for the Director as needed.
 - n. Attend and participate in VFO team meetings.
 - o. Liaise as needed with other offices and departments within CTS with regard to shared projects, communication, etc.,
 - p. Other duties as assigned by the VFO Director.
2. Provide logistical and administrative support to the Doctor of Ministry program including but not limited to:
- a. Communicate with students regarding course offerings, registration, schedules, etc., as needed.
 - b. Make logistical arrangements related to residential DMIN times, including meals, meetings, room assignments, course lists, etc.
 - c. Work with the Director to track student progress, course planning, degree completion, etc.
 - d. Ensure course registrations are communicated and completed each semester.
 - e. Monitor finances of the DMIN including onboarding and payments to adjuncts, reimbursements, budget tracking.
 - f. Communicate with potential faculty regarding timing of courses, finalizing contracts per the direction of the Director, etc.
 - g. Be present and offer hospitality during DMIN residential weeks.
 - h. Other duties as assigned by the DMIN director.

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATIONS

To be successful in this position, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and ability required.

- 1. Excellent people skills
- 2. Proficiency (or willingness to become) in software utilized by the VFO including Word, Excel, Canvas, Populi
- 3. Christ-likeness and at ease in service to others
- 4. Capacity to function well with confidential matters
- 5. Ability to accomplish assigned work, asking for clarification when needed.

EDUCATION and EXPERIENCE

A high school diploma is required. A Bachelor's degree and administrative experience in higher education settings preferred.

COMMUNICATION SKILLS

This role will engage directly with students and others within CTS. As such, this person will need to be excellent in face to face communication. The diversity of the CTS student body will make it essential that this person is an avid listener and able to function effectively with cross cultural matters. This person is also able to strictly guard student confidentiality with the integrity demanded of the educational process.

DECISION MAKING/JUDGMENT

The position requires the ability to prioritize projects and deadlines, plan effectively, think clearly and act responsively.

OTHER SKILLS AND ABILITIES

1. High level of organization and accuracy.
2. Creativity and energy.
3. Flexibility and ability to manage multiple tasks.
4. Ability to work independently.

PERSONAL INTEGRITY

This position requires a person of unquestioned personal integrity demonstrated by honesty in word and deed, supportive teamwork, and ability to keep sensitive matters confidential. Calvin Seminary is the denominational seminary of the Christian Reformed Church in North America, so a vibrant Christian faith and active engagement in the life of a local church are essential.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The work in this position is performed within routine office conditions, usually without exposure to hazardous or unpleasant conditions. The position will also require some light lifting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.