



CALVIN THEOLOGICAL SEMINARY

Job Title: Academic Services Coordinator
Reports To: Director of Academic Services and Registrar
Status: Full-time, Non-exempt

SUMMARY

The Academic Services Coordinator provides administrative support for the academic office. Specifically, they will assist the academic deans, directors of academic programs, the faculty, the editor of the *Calvin Theological Journal*, and will provide administrative support for the Doctor of Philosophy program. Additionally, this person will support the work of the ministerial candidacy process and will help promote academic and continuing education events. This position is a year-round full time on-site position with flexibility for some hours of remote work.

DUTIES AND RESPONSIBILITIES include the following (other duties may be assigned):

Assist the Academic Dean and Dean of Academic Services and Registrar with the following:

1. Faculty retreat
2. Faculty workload
3. Faculty assessment
4. Registering and tracking students
5. Travel coordination
6. Administrative support for research of new initiatives and partnerships
7. Reporting for the Association of Theological Schools (ATS).
8. Other duties as assigned.

Assist the Academic Office, Directors of programs and Faculty

1. Communicate and track faculty assignments, including book lists, posting of office hours, and annual faculty development reports for the board
2. Prepare and distribute materials as requested by faculty, including syllabi, handouts, and articles
3. Assist with proctoring tests and examinations.
4. Review course syllabi each academic term.

Assist the Ministerial Candidacy Process:

1. Update the candidacy and Ecclesiastical Program for Ministerial Candidacy (EPMC) information on the CTS website
2. Communicate with potential candidates, the CRC Director of Candidacy, and other offices regarding the candidacy process.

3. Work with the Vocational Formation Office to track each person's progress toward candidacy and maintain secure files of documents required in the candidacy process, including for EPMC students.

Assist the Editor of the Calvin Theological Journal:

1. Maintain all records associated with the Calvin Theological Journal (CTJ), including tracking publisher's information.
2. Send electronic copies of articles and reviews to distributors, reviewers, and publishers.
3. Organize and manage the book library, including orders for book reviews.
4. Handle correspondence with writers, publishers, and referees on behalf of the editor of the CTJ.
5. Administer the distribution of the CTJ.

Coordinate Academic and Continuing Education Meetings and Events:

1. Assist in promoting events organized by or for faculty, including continuing education events (e.g. courses open to visitors, Seminary lectures) and conferences.
2. Coordinate room reservations, travel and catering arrangements, photocopies, and reimbursement requests for continuing education events and conferences. Oversee registration for special events and conferences
3. Be present at most events for support and troubleshooting

Assist the PhD Program

1. Process dissertation proposals as they are approved.
2. Attend meetings of the PhD Studies Committee; take and post minutes
3. Track progress of PhD students
4. Update the PhD Handbook as needed/requested
5. Make arrangements for PhD Orientation
6. Process and submit copies of dissertation defenses
7. Administer language tests and comprehensives
8. Collect and collate materials for PhD Applications
9. Plan the annual PhD dinner
10. Create PhD billing list
11. Draft PhD Status Letters

General Seminary responsibilities:

1. Oversee the ordering of office supplies.
2. Assist with responding to calls to the main Seminary phone number.
3. Order business cards for faculty and staff as needed.
4. Update the Academic Office internal and external website information.

SUPERVISORY RESPONSIBILITIES

Approve student teaching assistant or tutor working hours in electronic timekeeping system.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

The preferred candidate will have a bachelor's degree from a four-year college or university and administrative experience in a higher education setting is helpful.

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. Additionally, because Calvin Seminary is the denominational seminary of the Christian Reformed Church in North America, the person must be familiar with or willing to learn about and respect the Christian Reformed Church of North America and her constituencies. A vibrant Christian faith and active participation in a local church are essential.

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

This position involves managing projects and/or assignments requiring some decision-making authority and the ability to take initiative. Major decision-making will be accomplished in consultation with the supervisor(s).

OTHER SKILLS AND ABILITIES

1. Creativity, energy, and ability to be a self-starter.
2. A personable team player who is flexible and capable of managing multiple projects and responsibilities at one time.
3. Organized, detail-oriented, able to proofread and check documents for accuracy.
4. Strong familiarity and ability in computer applications, including Microsoft Office and tools used in educational environments.

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 require some light lifting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Revised October 2023