



CALVIN THEOLOGICAL SEMINARY

Job Title: Student Life Office Coordinator
Department: Student Life Office
Reports to: The Dean of Students
Status: Part-time (.50FTE), Non-exempt

SUMMARY

The purpose of this position is to support the scope and work of the Student Life Office by providing administrative assistance and coordination to the Dean of Students and the Dean of International Student and Research Scholar Services. The person in this position will be available to assist students, staff and faculty with Student Life Office matters, and maintain records for Student Life Office work. This 20 hour per week position offers some flexibility in scheduling and remote work, with a preference for consistent presence on campus over three to five days per week.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Assist the Student Life Office with aspects of New Student Orientation and International Student Orientation, both in person and online, each semester.
2. Be available to students to answer questions, address concerns, and offer support.
3. Assist with the Student Life events, including seasonal gatherings, public reading of scripture, volunteer luncheon, Wednesday donuts, and other events.
4. Assist students with practical matters; such as vehicle stickers and lost and found items.
5. Maintain records in the student database that pertain to the Student Life Office.
6. Assist the Dean of Students with administration of various programs such as the Food Pantry & Clothes Closet, the Title IX training database, and Alumni Reunion events.
7. Update international student forms and pages on the internal website.
8. Maintain Student Life Documents including Student Handbook.
9. Maintain health insurance records for international students.
10. Maintain and track student counseling services and spiritual direction information.
11. Other duties as assigned by the Dean of Students or Dean of International Student and Research Scholar Services.

SUPERVISORY RESPONSIBILITIES

The Office Coordinator may supervise student workers in the Student Life Office.

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.



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EDUCATION and EXPERIENCE

This position prefers a bachelor's degree from a four-year college or university. One to three years of previous administrative and project coordination work experience, especially in higher education, is helpful. The ideal candidate is a self-starter, service oriented and able to work well with diverse populations. Knowledge and/or experience of theological education preferred. Able to show evidence of organizational, administrative and communication experience.

COMMUNICATION SKILLS

Coordinating many program details requires clear written and oral communication with students and seminary offices. Due to the diversity of our students, this person should demonstrate cross-cultural sensitivity. This individual must handle confidential information with integrity.

DECISION MAKING/JUDGMENT

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

OTHER SKILLS AND ABILITIES

1. This position requires ability to be calm under stress, hospitable and easy to approach.
2. Natural aptitude for hospitality.
3. Effective interpersonal and public relations skills.
4. High level of organization and accuracy.
5. Creativity and energy.
6. Flexibility and ability to manage multiple tasks.
7. Ability to work independently.
8. Ability to work on numerous projects simultaneously.
8. Use of digital tools such as Microsoft Office Suite, Google Applications, Populi, etc.

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. Additionally, because Calvin Seminary is the denominational seminary of the Christian Reformed Church in North America, deeply rooted in the Reformed tradition, the person must be familiar with and respect the Christian Reformed Church in North America and her constituencies. A vibrant Christian faith and active church participation 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.