



# 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 Director of Academic and Services and Registrar, Chief Academic Officer, directors of academic programs, and faculty. Additionally, this position provides support for the Doctor of Philosophy program and the ministerial candidacy process, and regularly connects with students in all programs. 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. Managing Populi and Canvas in areas of term course catalog and student registration
2. Registering and tracking students
3. Tracking and updating student grade incompletes and course independent studies, major papers, oral comps
4. Creating annual calendars and schedules
5. Travel coordination and reimbursement, faculty heritage fund
6. Tracking and processing stipends and honorariums
7. Reporting for the Association of Theological Schools (ATS), IPEDS, and NC-SARA.
8. Supports program directors in areas of assessment documentation.
9. Send GSQ, order regalia and diplomas, issue degrees, assist with commencement.
10. Other duties as assigned for the Academic Office or Calvin Seminary.

### **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. Communicate with potential candidates, the CRC Director of Candidacy, and other offices regarding the candidacy process.
2. 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 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
12. Other duties as assigned by the PhD Director

**General Seminary responsibilities:**

1. Oversee the ordering of office supplies.
2. Order business cards for faculty and staff as needed.

**SUPERVISORY RESPONSIBILITIES**

Train, guide, and mentor Academic Office student workers.

**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, with high levels of innovative that promote office success.
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.

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