



CALVIN THEOLOGICAL SEMINARY

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

SUMMARY

The Academic Services Coordinator provides administrative support for the Dean of the Faculty and the Dean of Academic Programs and Registrar, the directors of academic programs, and faculty. Additionally, this position provides support for the Doctoral programs and provides customer service to 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 Dean of Faculty and CAO, and the Dean of Academic Services and Registrar with the following:

1. Communicate and track faculty assignments for full-time faculty and create teaching agreements for adjunct faculty
2. Collect requests and reimbursements for faculty heritage funds and sabbaticals.
3. Track and process faculty and guest stipends and honorariums
4. Compile and process information for course evaluations and for the faculty reappointment process.
5. Assist in creating academic reports for the the board and faculty matters
6. Organize faculty events, including meetings, special lectures and new-hire orientation.
7. Collect and maintain annual faculty development plans and board profiles.
8. Other duties as assigned for the Academic Office or Calvin Seminary.

Assist the Academic Office, Directors of programs and Faculty

1. Assist program directors in areas of student progress, communication, and support.
2. Support program directors in areas of assessment documentation.
3. Review course syllabi and booklist each academic term.

Assist the Doctor of Philosophy (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. Schedule dissertation defenses and plan defense lunches.
10. Other duties as assigned by the PhD Director

Assist the Doctor of Ministry (DMin) Program

1. Communicate with students and instructors regarding orientation, course offerings, registration, and schedules.
2. Make logistical arrangements and provide hospitality related to residential DMin weeks, including meals, meetings, room assignments, and course lists.
3. Attend meetings of the DMin committee, take and post minutes
4. Work with the Director to track student progress, course planning, and degree completion.
5. Monitor finances of the DMin for payments to adjuncts, reimbursements, and budget tracking.
6. Other duties as assigned by the DMin Director.

Assist with the correspondence and reporting for the Association of Theological Schools

1. Provide organizational support for the work of the 10-year self-study, collecting data from teams and individuals, assisting in reporting, and helping organize and support self-study committee meetings.
2. Contribute to the annual reporting for ATS, collecting data from various sources.

Assist the Center for Excellence in Preaching (CEP)

1. Maintain the CEP website content.
2. Coordinate the details, hospitality and advertising for CEP seminars.
3. Track activity for CEP website and other participation in programs.
4. Connect with the Communications Office for CEP marketing efforts.
5. Coordinate the work of the Rhetoric Center.
6. Participate in the partnership with the Calvin Institute of Christian Worship (CICW).

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 innovation 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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