Title: Administrative Assistant

Position: Administrative Assistant, Polaris Young Adult Leadership Network
Department: Continuing Education
Full-time or Part-time: Full-time Non-exempt (hourly)
Hours per week: 35
Months per year: 12
Work Schedule: PTS Office Hours, occasional overtime based on network programming
Reports to: Project Director for the Polaris Young Adult Leadership Network

Job Purpose: The Polaris Young Adult Leadership Network at Princeton Theological Seminary seeks to cultivate community and amplify the influence of young adult Christian leaders across the country. The purpose of this in-person role is to support multiple dynamic remote staff members and a growing portfolio of events, programs, and initiatives.

Responsibilities:

Administrative Support 30% of time

- Serve as office presence and email contact, answer phones, provide hospitality, and funnel communications to appropriate staff members. Respond promptly to schedule and program inquiries.
- Coordinate schedules and calendars of multiple office staff members, including setting meetings.
- Be responsible for shared drive/digital file organization, retention, and archiving.
- Coordinate access to office digital platforms, maintaining subscriptions, passwords, and account use.
- Perform other duties as assigned.
- Coordinate with the Continuing Education office’s business manager and administrative assistants to ensure consistency throughout the department.

Event and Program Support 40% of time

- Assist with coordination of courses, programs, and events through sending invitations, communicating with leadership, tracking relevant documents, responding to participant needs, and offering real-time support (registration table management, securing event supplies, serving as a vendor liaison, etc.).
- Work closely with program staff to organize application data collection and communication for young adult programming.
• Order and manage catering for inter-office and grant-supported meetings and events, working closely with the Events and Hospitality team to book spaces. Coordinate with approved vendors for event support like swag, photography, and videography.
• Oversee integration of events, programs, and initiatives with the Seminary’s master calendar, dining services, and other teams as necessary.
• Support the work of the Events and Hospitality team to prepare specialty printed materials (nametags, table tents, etc.) as necessary for events.
• Oversee flight purchasing for staff professional development, remote staff travel, vendor travel, and serve as the primary liaison to travel agencies for booking event leader and participant flights.
• Work closely with the Business Manager and program staff to produce event reimbursement guidelines for leaders and participants. Collaboratively ensure that participants are reimbursed in a timely manner.
• Manage event registration, occasionally working overtime hours during evenings of events and young adult gatherings.
• Oversee student staff who provide support for events.

**Finance and Department Support 30% of time**

• Process payments and reimbursements for programs, events, and initiatives, working closely with the Business Manager to ensure timelines are met and all expenses are tracked according to the budget.
• Process, track, and code monthly office-related credit card expenditures for multiple staff members.
• Purchase supplies, books, and program-related materials (office supplies, swag, curriculum, packaging material, etc.) for staff members and for promotional materials. Manage shipment of supplies and curriculum for various programs.
• Work closely with coordinators to assist in platform and data management of event and program survey results, research-based data, and assessment-based presentations.

**Qualifications:**

• Experience in administrative support role required.
• An Associate degree required: Bachelor’s degree preferred.
• Willingness to physically work in the office when the Seminary is open.
• Delights in detail work.
• Use exceptional organizational and time management skills to complete work with accuracy and a keen attention to detail.
• Ability to take initiative, self-motivate, and function autonomously.
• Ability to maintain confidentiality.
• Ability to demonstrate professional appearance, demeanor, maturity, and poise in responding to event and program participants, faculty, staff, and students.
• Ability to work cooperatively with others and adapt to new and growing program needs.
• Competence with multiple platforms or willingness to learn – Office 365 (Outlook, Word, PowerPoint, Excel, etc...), databases, and other platforms as needed.

*Princeton Theological Seminary reserves the right to amend this position description at any time.*

Prepared by: **Shari Oosting**

Date: **March 2024**