Position Description as of 12/19/2022

Position Title: Senior Administrative Assistant

Department: Office of the Executive Vice President

Status: Non-exempt, Office Staff

Supervisor: Anne Stewart, Executive Vice President

Position Description:
The Senior Administrative Assistant supports the Executive Vice President in the day-to-day logistics of the department. This person will coordinate and provide administrative support for a wide variety of team activities.

Key Responsibilities:
- Serve as the first contact point for the office, including welcoming visitors, managing phone calls and email, and supporting the daily functioning of the office.
- Maintain and manage the calendar for the office of the Executive Vice President and team members and handle all meeting scheduling effectively.
- Manage logistical arrangements for the executive vice president and senior staff, including making necessary travel arrangements (e.g., air travel and hotel) and meeting and event logistics (e.g., making room reservations, ordering catering).
- Provide support for trustee committees, including managing meeting materials, taking minutes, and making meeting arrangements.
- Keep track of departmental tasks and action items in an efficient manner.
- Manage expense processes for the Executive Vice President and other team members including: collecting receipts, reconciling accounts, coding and tracking invoices, and submitting expenses for reimbursement.
- Support Executive Vice President and team administratively, including letter/email preparation, mail merge, electronic filing, copying, and scanning.
- Support day-to-day functioning of the office: incoming and outgoing mail, maintaining and ordering supplies, placing internal requests to facilities, custodial and IT departments.
- Provide administrative support to the Marketing and Communications office: processing and tracking invoices, approving stationery and business card orders, modifying letterhead templates for faculty, administrators and departments upon request.
- Provide other duties as assigned.
Position Description
Senior Administrative Assistant to the Executive Vice President

Preferred Skills and Qualifications:
- 3+ years executive assistant experience
- Demonstrated ability to maintain a positive and service-oriented approach, with excellent interpersonal skills
- Ability to be highly productive and detail oriented; strong planning, time-management, and organizational skills
- Proficient in calendar management and scheduling appointments
- Ability to deal with assigned tasks effectively and efficiently; self-directed and focused when completing tasks
- Ability to maintain a warm and professional manner at all times
- Excellent communication skills
- Discretion in dealing with sensitive documents and confidential information
- Proficiency in Microsoft Office Suite applications, Adobe Acrobat and willingness to learn other applications as needed.
- Bachelor’s degree preferred; an equivalent combination of education and experience will be considered

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

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation or any other characteristics protected by law.