Position Description

Position: Administrative Assistant for Digital and Online Learning
Department: Department of Academic Affairs at Princeton Theological Seminary
Full-time or Part-time: PT Non-Exempt
Hours per week: 19
Months per year: 12
Work Schedule: PTS Office Hours; flexible/variable based on programming needs
Reports to: Associate Dean for Digital and Online Learning

Job Purpose: The Administrative Assistant for Digital and Online Learning assists the Associate Dean for Digital and Online Learning and her team with the execution of their responsibilities.

ESSENTIAL FUNCTIONS:

Planning, Scheduling, and Budgeting 35% of time
- Coordinate appointments and meetings with PTSEM colleagues.
- Manage the Events Calendar for digital and online events for online education, the Centers, and Continuing Education.
- Collaborate with internal and external stakeholders to support the online division operations.
- Arrange travel accommodations as needed.
- Process purchase cards, collect receipts, and charge to specific G-line accounts.

Project Management Support 60% of time
- Support the Associate Dean and staff for the Office of Digital and Online Learning as needed with project planning and management.
- Maintain spreadsheets and project management activities.
- Prepare documents, reports, and presentations.
- Assist with the development of the online division programs and initiatives.
- Manage and maintain the online division filing system, ensuring accurate and timely records.
- Work with Digital and Online Learning staff and the marketing team to regularly update the Course Merchant site (listing of products, courses, certificates, etc. available).
- Monitor the number of registrations for various events to keep stakeholders informed.
- Oversee the process of contracts for subject matter experts and others.

Other Functions 5% of time
- Other duties or projects as assigned.
QUALIFICATIONS AND SKILLS

- Associate’s degree required; bachelor’s degree preferred; an equivalent combination of education and experience will be considered
- Previous experience in an academic environment preferred
- Intermediate to advanced skills with Microsoft Office and databases; ability to adapt to new platforms easily
- Project management skills
- Excellent writing and communication skills
- Ability to maintain a high level of energy with a can-do attitude
- Ability to multitask efficiently and quickly under pressure during multiple interruptions; be highly productive and detail oriented; strong planning, time-management, and organizational skills
- Ability to track and maintain records accurately
- Maintaining good relations with faculty, students, guests, and other administrative personnel; respond promptly to their needs
- Dedication to the goals of the Seminary’s mission and its vision to expand digital and online programming

To apply: Interested candidates should submit a cover letter, resume/CV, and the names and contact information for three references to the Human Resources Office at Princeton Theological Seminary at apply@ptsem.edu. Review of applications will begin immediately.