



# Position Description

## **Position Title      Coordinator for Academic Affairs**

Department:                  Academic Affairs  
Full-time or Part-time: Full time Exempt  
Hours per week:            35  
Months per year:           12  
Work Schedule:            PTS Office Hours; in person with up to two possible remote days weekly  
Reports to:                  Associate Academic Dean

### **JOB PURPOSE:**

Reporting to the Associate Academic Dean, the Coordinator for Academic Affairs provides coordination and administrative support to particular areas within Academic Affairs. The Coordinator provides administrative support to the Associate Academic Dean and the Director of Assessment and Accreditation. The Coordinator also oversees all aspects of the travel courses and takes point on logistics for hybrid course gatherings.

### **ESSENTIAL FUNCTIONS:**

#### **COORDINATION FOR TRAVEL COURSES AND HYBRID PROGRAM GATHERINGS – 30%**

- Serve as the primary administrative contact for all travel courses (currently 3-4 per year) and all in person hybrid course gatherings (currently 3 per year).
- Work with faculty in aspects of travel and hybrid course preparation.
- Work closely with other PTS departments regarding travel and hybrid course details (Business Office, Bursar's Office, Registrar, Office of Digital Learning, Field Ed, Auxiliary Services).
- Work with external travel agencies regarding logistics when appropriate.
- Host, along with the instructors, information sessions for the travel courses.
- Communicate with students and troubleshoot challenges that arise prior to departure/arrival.
- Make financial requests and reconcile all finances related to the courses (P-card, cash advances, direct payment, etc).

#### **ADMINISTRATIVE SUPPORT – 50%**

- Support the Associate Academic Dean in carrying forth designated responsibilities.
- Support the Director of Assessment and Accreditation in carrying forth designated responsibilities, including administrative support for the Accreditation Self-Study process, research projects, and data analysis.
- Support Academic Affairs infrastructure through building Monday.com templates for workflow processes and Sharepoint for document and project management within Academic Affairs and in partnership with other departments, i.e. IT (organization of files to Sharepoint, Monday.com, etc. as needed, if needed)

- Process administrator reimbursements, vet T-1 and T-5 forms, as needed.
- Reconcile monthly PNC Visa Card statements of administrators as needed.
- Coordinate logistics for gatherings, meetings, and events for Academic Affairs department.
- Redact and update department and committee meeting minutes to the Inside PTS portal.
- Perform other administrative duties as assigned.

#### **HIRING AND ONBOARDING for ACADEMIC AFFAIRS – 20%**

- Work closely with Academic Affairs leadership and HR on posting positions through the onboarding process.
- Assist with process of organizing resumes, scheduling interviewers and interviewees, communication, and logistics in planning.
- Support for onboarding of new administrative or support staff in Academic Affairs, as appropriate.
- Participate in hiring and training administrative assistant or coordinator of Academic Affairs, if needed in the future.

#### **QUALIFICATIONS AND SKILLS**

- *3+ years of experience in administrative support role preferred.*
- *Bachelor's Degree required.*
- *Ability to maintain confidentiality.*
- *Ability to demonstrate professional appearance, demeanor, maturity, and poise in responding to faculty, staff, students, and visitors.*
- *Ability to work cooperatively with others.*
- *Possession of exceptional organizational and time management skills to complete work in multiple streams with accuracy and a keen attention to detail.*
- *Ability to take initiative, self-motivate, and function autonomously.*
- *Confidence and competence in learning new technology and/or digital tools.*
- *Experience with and competence in project management software, experience with Monday.com preferred.*
- *Proficiency with various technology –Word, PowerPoint, Excel, databases as needed.*
- *Detail orientation in forms and financial documentation needed.*
- *Excellence in written communication required.*
- *Flexibility.*

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