



## **Seminary Administrative Assistant Position Description**

### **About Erskine College**

Erskine College exists to equip students for lives of service and leadership, building Christ's Church, and influencing society for God's glory. Our mission is to glorify God as a Christian academic community where students integrate knowledge and faith, equipped to flourish as whole persons prepared for lives of service, leadership, and influence through the pursuit of undergraduate liberal arts, graduate, and seminary education.

### **Mission of Erskine Theological Seminary**

As the theological graduate school of Erskine College, and as an agency of the Associate Reformed Presbyterian Church (ARPC), Erskine Theological Seminary's mission is **to prepare men and women to fulfill the Great Commission of Jesus Christ through theological higher education that is ecclesial, missional, and confessional.** We are a biblical, Reformed, and evangelical seminary community of learning sustained in prayer, supported by a growing constituency, united in faith, and fueled by the power of the Holy Spirit for gospel transformation in every area of life. We seek to advance Erskine's vision and mission through biblical faithfulness, in-person and online modalities, academic excellence, and a pastoral-heartedness. We aim to become the preeminent pastor-shepherd seminary in the United States.

### **Overview of the Position**

The **Seminary Administrative Assistant** advances the mission of Erskine College and Seminary and supports the work of the Seminary Dean's Office, Director of Seminary Admissions & Church Relations, Seminary Faculty, and Director of the Honor's Institute through a ministry of administrative service, hospitality, and managing the front office.

### **Qualifications and Expectations**

- *Christian Profession:* A Christian who professes faith in Jesus Christ and is a member of an evangelical church that preaches the gospel.
- *Personal Commitment:* Personally model and support Erskine College and Theological Seminary's vision, mission, and values, including:

- Affirm adherence to Erskine College’s Institutional Vision & Mission and Erskine Theological Seminary’s Mission (see Appendix A).
- Affirm adherence to Erskine’s Statement of Faith and Biblical Distinctives (see Appendix).
- *Education:* Bachelor’s degree, required.
- *Experience and Personal Qualities:*
  - Courteous, professional, and relates well with others.
  - Manage diverse details, multitask, and work independently in a timely manner.
  - Maintain confidentiality.
  - Communicate effectively, both orally and in writing.
  - Proficiency in Microsoft Word, PowerPoint, and Excel, required. Experience with Microsoft SharePoint, OneDrive, and Microsoft’s full suite of cloud-based apps, preferred.
  - At least three years of experience as an administrative/executive assistant, preferred.

## **Responsibilities**

- *Administrative/Executive Assistance:*
  - Depending upon the candidate’s experience and qualifications, provide administrative assistance and executive-level assistance to the Dean of the Seminary, the Director of Seminary Admissions & Church Relations, the Director of Seminary Assessment & Effectiveness, and the Director of the Honor’s Institute. In addition to administrative assistance, executive assistance may include:
    - Managing the directors’ calendars (including making appointments and prioritizing the most sensitive matters),
    - Editing e-mails, drafting memos, and preparing communications on the directors’ behalf,
    - Maintaining comprehensive and accurate records,
    - Tracking and reporting on budgets and performing minor accounting duties.
  - In addition to providing administrative/executive assistance to the four previously named directors, provide administrative assistance the Seminary faculty (especially the Director of the DMin Program and the Director of the ThM Program) as requested.
  - About 85% of the administrative assistant’s focus will support Erskine Theological Seminary, while about 15% of the administrative assistant’s focus will support the Honor’s Institute.
- Front office management, including
  - Answering phone calls in a polite and professional manner.

- Welcoming students/visitors and identifying the purpose of their visit before directing them to the appropriate department.
  - Checking and distributing mail for all offices in Bowie Divinity Hall.
  - Keeping inventory and ordering office supplies.
  - Serving as the Seminary's point of contact with Aramark for Seminary event catering, building maintenance needs, building cleaning requests, and groundskeeping requests proximate to Bowie Divinity Hall.
  - Managing special events in Bowie Divinity Hall.
  - Other front office duties as needed/requested.
- Serve as the Seminary's liaison to Erskine College's Finance Office, including
    - Tracking and submitting invoices to the Finance Office for payment.
    - Processing check requests.
    - Managing the Seminary's corporate credit cards.
    - Receipting for business credit card purchases.
  - Offer spiritual support to students and staff, as appropriate.

**Working Conditions:**

- Full-time, salaried, with benefits.
- Office based out of Due West main campus.
- May require day-long, in-state travel (to support Seminary events).

**Organizational Relationships:** Reports to the Dean of the Seminary.

**Application Process:** To ensure full consideration, interested candidates should complete the [online application](#). The online application includes a link to upload a letter of application, a resume, and a list of references.

## APPENDIX

### MISSION & VISION

**Institutional Vision:** Erskine College exists to equip students for lives of service and leadership, building Christ's Church and influencing society for God's glory.

**Institutional Mission:** The mission of Erskine College is to glorify God as a Christian academic community where students integrate knowledge and faith, equipped to flourish as whole persons prepared for lives of service, leadership, and influence through the pursuit of undergraduate liberal arts, graduate, and seminary education.

**Seminary Mission:** Erskine Theological Seminary's mission is to prepare men and women to fulfill the Great Commission of Jesus Christ through theological higher education that is ecclesial, missional, and confessional.

### STATEMENT OF FAITH:

Erskine College and Theological Seminary adheres to an evangelical understanding of Christianity and affirms that the Bible is God's inspired Word and that an individual can become a Christian only by accepting Jesus Christ as their personal Savior. Erskine College and Theological Seminary faculty, staff, administration, and trustees affirm that:

1. The Bible alone, being God-breathed, is the Word of God Written, infallible in all that it teaches, and inerrant in the original manuscripts.
2. That there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. In the Deity of the Lord Jesus Christ, in His Virgin Birth, in His sinless life, in His miracles, in His vicarious and atoning death through the shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. That for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
5. In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. In the resurrection of both the saved and the lost; that they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. In the spiritual unity of believers in the Lord Jesus Christ.

## **BIBLICAL DISTINCTIVES**

### *Marriage and Human Sexuality*

We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, cohabitation, homosexual behavior, or use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Erskine.

### *Biological Sex*

We believe that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). Willful rejection of one’s biological sex is a rejection of the image of God within that person.

### *Sanctity of Life*

We believe that all human life is sacred and created by God in His Image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value human life (Ps. 139).