



Assistant to the Dean of Academic Administration and the Dean of the Seminary

About Erskine College

At the heart of Erskine College is its Christian identity. 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.

Description

The Assistant to the Dean of Academic Administration and the Dean of Seminary provides administrative support to the Dean of Academic Administration and the Dean of the Seminary related to academic policies, recordkeeping, assessment, and other duties as assigned by the Administrative Dean of the College.

Responsibilities

- Assist walk-in traffic (students, parents, faculty, staff) in a professional manner.
- Answer telephone, including staffing the seminary's dedicated telephone number and directing calls, in a professional manner.
- Field student, parent, faculty, and staff inquiries in a professional manner.
- Answer emails in a professional and timely manner.
- Understand and practice FERPA regulations within the college community.
- Present a professional workplace attitude, appearance, and demeanor.
- Other duties related to office reception as necessary.
- Assist the Dean of the College with the following specific duties: (35%)
 - General academic accommodations recordkeeping and notification
 - Dean's List recordkeeping and notification
 - Garnet Circle recordkeeping and notification
 - Midterm Concern Letters recordkeeping and notification
 - Probation/Suspension recordkeeping and notification
 - Faculty and adjunct notifications, recordkeeping, correspondence, assistance, etc.

- Academic Support Services (e.g., SI, STEM, WHC, and library) recordkeeping and notification
- Maintaining College academic policies with consistency and professionalism
- Use of Erskine's Course Management System
- Manage any relevant financial recordkeeping
- Other duties related to Academics as necessary
- Assist the Dean of the Seminary with the following duties: (35%)
 - Manage financial recordkeeping and coordination for the seminary, including
 - Tracking and submitting invoices to the Finance Division for payment.
 - Processing check requests.
 - Managing the corporate credit cards.
 - Receipting for business credit card purchases.
 - Coordinate all needs to host one-week intensive classes at the Due West main campus (1–4 times per year per quarter based on course scheduling and enrollment). This includes arranging room and board for students attending the intensives.
 - In support of the Dean of the Seminary and coordinating with the Registrar's Office, planning and managing the Seminary's unique graduation events and contribution to Erskine College's commencement in May each year.
 - Serve as seminary's point of contact with Aramark for event catering, building maintenance needs (in Bowie Divinity Hall), building cleaning requests, and groundskeeping requests.
 - Manage special events in Bowie Divinity Hall.
 - Provide various administrative assistance as requested.

Qualifications

- A personal relationship with Jesus Christ.
- Commitment and agreement to Erskine's mission, vision, and statement of faith.
- Willingness to offer spiritual support to students and staff.
- Bachelor's Degree preferred.
- 3+ years of office experience.
- Assist and perform additional or related duties as assigned or required.

Application Process

To ensure full consideration, interested candidates should complete the online application, which can be found [here](#). In addition, please provide the following:

- Resumé or curriculum vitae
- Cover letter
- References (at least three)