



JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT THE SYNGMAN RHEE GLOBAL MISSION CENTER

Purpose:

The purpose of this position is to provide administrative support to the Director of The Syngman Rhee Global Mission Center, with prioritized responsibilities in hospitality, administrative planning and detailing, admissions of international inquirers and applicants, and seminars and webinars offered jointly by the GMC and Leadership Institute.

Responsibilities and Duties - these responsibilities include but are not limited to:

A. Priority #1a: Hospitality for...

- International students that includes weekly grocery store visits for 3-4 hours (once per week)
- An international student gathering with breakfast/snacks (one per month)
- Visiting PhD candidates and scholars, on campus for visits for up to 90 days
- Overseas visitors

B. Priority #1b: Administrative planning and detailing for...

- International Student Orientation—planning and preparation; completion and submission of Event Request Forms (ERFs); meals and events during orientation week; local transportation to the Social Security Office, banks, etc.
- Logistics for travel seminars that may include travel bookings, budget tracking, student payments, and passports for visa applications
- Mailing lists—and mailings—for thank you notes to friends and donors, in assisting the GMC director
- Budget planning, budget tracking, and requests for payments and reimbursements for the GMC
- Postings to Master Calendar
- Facebook page updates
- Coordination with UPSem Communications staff regarding announcements to the Seminary community, weekly UPDate submissions, etc.
- Supplies and materials for GMC
- Scheduling the Rhee Conference Room and Seminary Van

C. Priority #2: Admissions of international inquirers and applicants

- Communications with international inquirers and applicants—for example, scheduling and hosting Zoom meetings for admitted students.
- More generally, coordination of the types of communication with the GMC Director, Admissions Director in Richmond, and Admissions Assistant.

D. Priority #3: GMC Events with the Leadership Institute

- Event coordination for seminars and webinars that the Global Mission Center and Leadership Institute offer in partnership
- Communication with the Program Coordinator and GMC Director, which may include providing participant housing lists for on-campus events and creating and coordinating Zoom meetings for workshops.

E. Other Duties as Assigned

Knowledge and Skills:

- Excellent organizational skills and knowledge of office management software.
- Excellent oral and written communication skills.
- Ability to handle multiple tasks and execute multiple priorities.
- Exhibit a spirit of hospitality and sensitivity to human relations.
- Minimum of college degree from an accredited institution.
- Knowledge and experience with international students and scholars (desired).
- An understanding of the acculturation process and intercultural communication.
- A spirit of cooperation and willingness to work as a team member with UPSEM administrators and staff members to accomplish the admission/orientation of international students.
- Must have a current Virginia Driver's License and an excellent driving record.

Working Conditions:

- Non-exempt, part-time, support staff position located on the Richmond Campus.
- This position requires 15 working hours per week. (3 days x 5 hours each day)
- This position requires working on Fridays. The other two days per week are determined by the needs of the Global Mission Center and preferences of the Administrative Assistant for the Global Mission Center.

June 2023