



## **JOB DESCRIPTION**

### **ADMINISTRATIVE ASSISTANT**

**Purpose:** To provide administrative support to the Union Presbyterian Seminary Library and the Office of Institutional Effectiveness. Position reports jointly to the Director of the Office of Institutional Effectiveness and the Seminary Librarian / Associate Director of Institutional Effectiveness, who have neighboring offices in Morton Library. The responsibilities and duties that support these two units require similar skillsets and the same types of engagement with the Seminary community.

#### **Responsibilities and Duties:**

- Managing physical and digital files related to Library administration.
- Assisting with communications, including thank you letters, gift acknowledgements, internal paperwork, presentations, and office publications.
- Preparing the Library's annual statistical report and other statistical reports submitted to external agencies, under the Seminary Librarian's guidance.
- Assisting with the receipt and processing of doctoral projects and other internal documents.
- Acquiring and managing documents and data for reaffirmation of accreditation and for institutional effectiveness matters.
- Maintaining the integrity and confidentiality of paper and digital materials for accreditation and institutional effectiveness.
- Tracking changes in accreditation requirements.
- Researching topics, with guidance.
- Assisting with accounting and budgeting by
  - processing and submitting invoices to the Business Office for payment
  - collecting deposits and receipts, reconciling funds and directing them to the appropriate offices
  - managing petty cash, reviewing requests for reimbursement, dispersing funds, reconciling the petty cash balance and requesting replenishment as needed
  - monitoring unit budgets, assessing expense account reports monthly and helping to prepare budget projections
  - monitoring supplies, equipment, and furniture; ordering supplies, equipment, and repairs when needed.
- Serving as a liaison to Physical Plant staff, reporting any problems related to the Morton Library building.
- Coordinating select special events or campus visits.
- Other duties as assigned.

#### **Required Knowledge and Skills:**

- Excellent organizational and content management skills, with attention to details.
- Excellent time management skills with ability to prioritize.
- Strong communication skills.
- Strong working knowledge of Word, Excel, Adobe Acrobat, Blackboard software.
- Ability to maintain confidentiality of matters and documents.

- Initiative to anticipate opportunities for improvement and propose strategies.
- Ability to work well in a team environment and also individually, as needed.

**Working Conditions and Benefits:** This is a full-time job of 37 ½ hours on the Richmond Campus and may require some weekend and evening hours. Hours are generally 8:30 a.m. to 5:00 p.m.. Performance evaluations will be conducted jointly by the Seminary Librarian and the Director of the Office of Institutional Effectiveness. Full-time support staff benefits including health, life, disability, and accident insurance, a defined-benefit pension plan with supplemental 403(b) plan option, paid vacation plus ½ day of leave each Friday during the summer, holidays (including approximately two weeks at Christmas), and sick leave. Additional benefits information is available upon request.

**Status:** Non-Exempt (eligible for over-time pay)

**To apply:** Interested applicants should email a cover letter and resume to Ms. Fran Eagan at [Fran.Eagan@upsem.edu](mailto:Fran.Eagan@upsem.edu). Applications will be accepted until the position is filled.

Union Presbyterian Seminary in Richmond, Virginia, offers graduate educational programs and occupies a 56-acre campus in historic Ginter Park in Richmond's Northside. There were 99 students enrolled last fall when the census snapshot was taken. The campus has classroom buildings, a mix of student housing options, landscaped grounds, and one of the finest theological libraries in the United States.

The Seminary also offers graduate educational programs at a second campus in Charlotte, North Carolina, located in a state-of-the-art facility on the campus of Sharon Presbyterian Church. There were 92 students enrolled last fall when the census snapshot was taken. Library collections and services are also offered on the Charlotte campus.

The William Smith Morton Library in Richmond has eleven staff members, including the Seminary Librarian, and the Charlotte library has three staff members, including the director. The Seminary Librarian oversees library operations on both campuses in close collaboration with the Charlotte library director.

Union Presbyterian Seminary is accredited by The Association of Theological Schools | The Commission on Accrediting and by the Southern Association of Colleges and Schools Commission on Colleges. The Director of the Office of Institutional Effectiveness also serves as the liaison to these accreditors and works closely with the Seminary Librarian in his capacity as the Associate Director of Institutional Effectiveness.