

## JOB DESCRIPTION

### EXECUTIVE ASSISTANT TO THE DEAN OF UNION PRESBYTERIAN SEMINARY AT RICHMOND AND INTERNATIONAL STUDENT ADVISOR

#### **Purpose:**

The purpose of this position is to provide administrative support to the Academic Dean of UPSem (Richmond) and under his/her leadership provide oversight and administration of UPSem international student/scholar services. Additionally, this position provides administrative support to the Director of Graduate Studies and the Ph.D. program.

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

#### **A. Administrative Support to the Academic Dean of UPSem (Richmond):**

- **Relate directly with the dean, the faculty, the administration and trustees** to provide administrative support as needed for all academic programs under the supervision of the Academic Dean of UPSem.
- **Provide assistance to the Academic Dean of UPSem.** This may include
  - **managing the dean's** calendar (committee, staff, department, faculty meetings, personal appointments, travel arrangements).
  - **maintaining all files** (correspondence, faculty and visiting faculty, faculty search, faculty appointments, budget for the dean and departments, committees, and general files).
  - **opening mail**, and sorting, rerouting and answering routine letters and e-mail.
  - **answering and screening phone calls, and receiving walk-in visitors.**
  - **maintaining faculty pages and events on the seminary website.**
- **Provide oversight to the budget.** This includes maintaining disbursement files, and records of expenses, preparing vouchers, check requests, monitoring and payment for the following accounts:
  - Instructional Support,
  - Bible Department,
  - Practical Theology and Christian Education Department,
  - Theology, Ethics, and History Department,
  - Academic Dean of UPSem (Richmond), which includes working with the academic dean regarding faculty fellowship awards and the Community Life Office regarding selected student awards,
  - International Student Aid
- **Coordinate faculty events.** This includes faculty searches, workshops, retreats, inaugurations, and retirements and involves hospitality, communications, event coordination, preparation of printed materials, space reservations and payment of accounts. This coordination involves working with staff from different offices on campus.

- **Coordinate faculty reviews.** This includes scheduling reviews in conjunction with the president's office and assembling needed materials for these reviews.
- **Administer course evaluations.** This includes sending, collecting, and distributing course evaluations and results for each course.
- **Support the student assessment process.** This includes tracking the completion of assessment requirements by students.
- **Administer the employment process for visiting faculty and teaching / research assistants.** This includes collecting documentation, providing orientation, office assignments and serving as liaison with the physical plant staff and technology services as needed.
- **Administer UPSem's international exchange program:** initiate invitations to Bern, Montpellier, Ghana, and Seoul exchange institutions, and facilitate the applications process on this campus. Serve as a resource person to UPSem students studying abroad through the Seminary's exchange program as well as to international exchange students studying at UPSem.

**B. Oversight and Administration of UPSem International Student/Scholar Services under the leadership of the Academic Dean (Richmond):**

- Provide leadership and administration as UPSem's Primary Designated School Official (PDSO) with SEVIS responsible for the F-1 international students. This includes monitoring and updating SEVIS on a per student situation basis.
- Work with Columbia Theological Seminary, or other sister institutions, to arrange J-1 scholar visas for visiting professors and scholars, as needed.
- Advise UPSem and its international students / scholars on SEVIS (reporting under the U.S. Department of Homeland security) policy and procedure.
- Serve as a resource person to the deans of UPSem, the admissions office, the registrar, the business office, the development office, and the physical plant to provide effective resources, guidelines, and assistance about visa matters to international students, visiting scholars, and exchange programs.
- Counsel international students/scholars on personal visa matters related to status, extension, permission to work, and curricular and optional practical training. This includes working with the Supervised Ministry and Vocational Placement Office (SMVPO) to accomplish curricular practical training.
- Prepare I-20 visa application forms for incoming international students, and revise annually in the course of their degree programs.
- Administer and coordinate the Language Culture and Immersion program, in collaboration with the Director of the Global Mission Center for Christian Education.
- Work collegially with the Director of the Global Mission Center for Christian Education and the Office of Student Life to accomplish the admission / orientation of international students, and the pastoral care of international students.
- Represent UPSem professionally in our institutional association with NAFSA (National Association of Foreign Student Advisors), and provide a link for the school to be informed of changing government regulations.

- Coordinate the employment of international faculty members. This includes applying for the proper visa classifications and making arrangements that include: employment, academic support, reservations of offices and housing, hospitality and orientation, taxi service, and shopping.

**C. Administrative Support to the Ph.D. program in support of the Director of Graduate Studies:**

- Coordinate, administer and track all Ph.D. exams, and graduate foreign language exams, includes reserving rooms and working collaboratively with faculty, students and registrar. (not applicable with the closing of the Ph.D. program)
- Oversee the dissertation and submission process, including the style review, and coordinate the final approval of supervisor, committee members and the librarian on behalf of the students.
- Maintain needed files.
- Budget oversight for graduate degrees program within the instructional support account.
- Coordination and hospitality for the annual welcome back graduate reception and end of the year events. This coordination involves working with staff from different offices on campus.

**Knowledge and Skills:**

**Administrative Support to the Dean of UPSem**

- 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, including confidential matters.
- Leadership and Initiative (Because the responsibilities of the Academic Dean are varied and he/she is out of the office frequently, the office must continue to run efficiently without the Dean's presence. The ability to exercise sound judgment and follow through on decisions based on knowledge of academic program policy/procedure is required.)
- Minimum of college degree from an accredited institution.
- Minimum of three years' administrative experience (in higher education, desired).

**International Student / Scholar Services**

- Knowledge and experience with international students (desired).
- A spirit of hospitality and understanding of both the acculturation process and intercultural communication
- A spirit of cooperation and willingness to work as a team member with numerous UPSem administrators and staff members to accomplish the admission/orientation of international students.