

## JOB DESCRIPTION

### EXECUTIVE ASSISTANT TO THE VICE PRESIDENT FOR ACADEMIC AFFAIRS AND ACADEMIC DEAN, RICHMOND CAMPUS, AND INTERNATIONAL STUDENT ADVISOR

#### **Purpose:**

The purpose of this position is to provide administrative support as needed for all academic programs under the supervision of the Vice President for Academic Affairs and Academic Dean of UPSem (Richmond Campus) and, under his/her leadership, to provide oversight and administration of UPSem international student/scholar services.

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

#### **A. Administrative Support to the VP/Academic Dean:**

- **Provide administrative assistance such as:**
  - **scheduling meetings and appointments on the VP/AD's calendar** (committee, staff, department, and faculty meetings, appointments with faculty, staff, and students, etc.).
  - **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.
  - **maintaining faculty pages and events on the seminary website.**
  - **procuring and maintaining materials related to the work of the VP/AD's responsibilities and work toward reaffirmation of accreditation.**
- **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.
- **Oversee the administration of course evaluations.** This includes collecting and distributing course evaluations and results for each course.
- **Support faculty search committees for positions on the Richmond campus.** This involves working with the chair of a search committee, and VP/AD, in maintaining applicant materials on Blackboard, scheduling committee meetings, communicating with applicants, scheduling campus visits, and making hospitality arrangements during campus visits.
- **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 VP/Academic Dean:**

- 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 collegially with the Director of the Global Mission Center for Christian Education and the Office of Community Life to accomplish the admission / orientation of international students, and the pastoral care of international students.
- 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 International Student Orientation program, in collaboration with the Director of the Global Mission Center for Christian Education.

- Remain informed of changing government regulations, such as with SEVP, and consult resources available through NAFSA (National Association of Foreign Student Advisors) as helpful.

### **Knowledge and Skills:**

#### **Administrative Support to the VP/Academic Dean:**

- 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.
- 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 and scholars (desired).
- A spirit of hospitality, openness, and adaptability
- An understanding of 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.

#### **Other Duties as Assigned**

Revised, May 2020