



JOB DESCRIPTION

EXECUTIVE ASSISTANT TO THE VICE PRESIDENT FOR ACADEMIC AFFAIRS AND ACADEMIC DEAN 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 and, under their leadership, to provide oversight and administration of 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 processes, faculty appointments, course syllabi, current CVs for faculty members, faculty rosters, faculty committee rosters, budget for the dean and departments, committees, and general files).
 - maintaining faculty pages and events on the seminary website.
 - scheduling meetings and appointments on the VP/AD's calendar (committee, staff, department, and faculty meetings, appointments with faculty, staff, and students, etc.).
 - procuring and maintaining materials related to the work of the VP/AD's responsibilities with our accrediting bodies.
 - reviewing and updating portions of the Academic Catalog that pertain to the Academic Dean's Office.
 - Providing information about events to the staff member responsible for the Seminary's Master Calendar that pertain to the Academic Dean's Office and faculty.
- **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,
 - Faculty,
 - Academic Dean, 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 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.

- **Support for Faculty Meetings and Committees.** This includes managing the spreadsheet for course projections and the academic calendar for the Committee on Academic Programs; providing notices and collecting and posting materials for faculty meetings, faculty retreats, and faculty events; and coordinating materials for Graduate Study Fellowships, Carmichael Awards, and, in conjunction with the Director of Student Services, other student awards. After student awards are determined, generating letters for each awardee, requesting related checks for awardees from the Business Office, and ordering gift cards for recipients of Appleby Book Awards.
- **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.** This involves working with the chair of a search committee, and VP/AD, in maintaining applicant materials on SharePoint, scheduling committee meetings, communicating with applicants, scheduling campus visits, and making hospitality arrangements during campus visits in Richmond and, in conjunction with the VP/Dean of Students in Charlotte, coordinating details for campus visits in Charlotte.
- **Work with the Academic Dean in offering an orientation for new full-time members of the faculty.**
- **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 the international exchange program:** initiate invitations to Bern, Montpellier, Ghana, Seoul, and Taiwan exchange institutions, and facilitate the applications process on this campus. Serve as a resource person to students studying abroad through the Seminary's exchange program as well as to international exchange students studying at UPSem.

B. Oversight and Administration of International Student/Scholar Services under the leadership of the VP/Academic Dean:

- Provide leadership and administration as Primary Designated School Official (PDSO). Ensure that UPSem complies with all regulations and reporting requirements of SEVP (Student and Exchange Visitor Program); update and file for regular recertification of UPSem's Initial School Certification (Form I-17).
- Prepare I-20 visa application forms for incoming international students, and update I-20 forms regularly in the course of their degree programs. Monitor and update student records in SEVIS.
- Advise international students/scholars on USCIS/SEVP regulations and procedures related to maintaining visa status, particularly regarding academic status, permission to work, and Curricular and Optional Practical Training.
- Work collegially with the Director of the Global Mission Center and the Office of Community Life to welcome and orient international students/visiting scholars, and provide ongoing support and pastoral care.
- With the Director of GMC, plan and administer International Student Orientation.
- Work with the Office of Admissions and Financial Aid to manage admissions procedures and communicate effectively with international applicants.
- Consult with the Supervised Ministry and Vocational Placement Office (SMVPO) to meet the needs of F-1 MACE and M.Div. students for curricular practical training.
- Serve as a resource person to the VP/AD, Faculty, SMVPO, Admissions Office, Registrar, Business Office, and Housing Office to provide effective resources, guidelines, and assistance about visa matters for international students, visiting scholars, and exchange students.
- Remain informed of changing government regulations 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

Working Conditions: Non-exempt, full-time, support staff position located on the Richmond Campus.

Revised, August 2024