

STARR KING SCHOOL FOR THE MINISTRY

**2441 LeConte Ave.
Berkeley, CA 94709
(510) 845-6232
www.skism.edu**

ASSISTANT TO THE PROVOST

This Position reports directly to the Provost

20 hours per week, \$16 per hour

The Assistant to the Provost provides administrative support to assure that the Office of the Provost runs smoothly. The Assistant to the Provost reports directly to the Provost, works supportively with all members of the Education Working Group, and also, at times, with members of the Campaign for Starr King Working Group.

THE OFFICE OF THE PROVOST:

The Office of the Provost is the coordinating center for the educational life of Starr King School for the Ministry—a Unitarian Universalist and multireligious theological school at the Graduate Theological Union in Berkeley, CA. The Provost oversees the Dean of the Faculty; the Registrar's Office; Online Education; educational technology; Starr King's global immersion offerings (especially the Rumi Immersion in Turkey), conferences and major educational events (especially the annual August Symposium); chairs the Curriculum Committee; convenes the Education Working, and guides Starr King's collaborative relationships with the Graduate Theological Union, the Chaplaincy Institute, ALEPH (Rabbinical Studies Program), and the wider academic community. The Provost represents Starr King to diverse global and indigenous religious leaders and communities, and builds relationships with organizations engaged in multi-religious religious work. Additionally, the Provost is an active member of Starr King's teaching body, a member of the GTU Core Doctoral Faculty, and a public religious leader engaged in lecturing, retreat leading, and social witness. The Provost travels frequently and telecommutes from Turkey during several periods throughout the year.

SPECIFIC DUTIES OF THE ASSISTANT TO THE PROVOST:

Communication and Calendaring

- scheduling meetings and appointments, handling e-mail, SKYPE and phone communications
- sending communications from the Provost's office to diverse communities and individuals with whom Starr King maintains working relationships

Organizational Support for Meetings, Conferences, and Educational Events

- drafting, editing and distributing meeting agendas; taking and distributing minutes;
- coordinating event details including venue arrangements, hospitality and food, travel arrangements, interfacing with presenters and participants; producing promotional materials—on line, in print and through social media

Administrative Support for the Provost's Public Speaking and Teaching

- preparing course materials, posting to Moodle, assisting with Syllabi and other course management details
- arranging details for the Provost's public speaking, retreat leading, and social justice witness

Coordination of Tech TA's

- Arranging for the recruitment, training, and scheduling of Tech TA's for SKSM "hybrid/blended courses," Starr King chapels, and special events in collaboration with the Dean of the Faculty
- Assist Tech TAs with trouble shooting and advise Provost on educational technology needs
- Other duties as required.

Required Skills and Qualities:

- Initiative and ability to think ahead
- Knowledge and experience with multiple religious traditions and calendars of holy days/religious observances
- Multi-cultural competency
- Ability to "see the whole" and problem-solve in context
- Ability to work with a telecommuting supervisor
- Facility with managing international time zones
- Computer and technology expertise: MS Office Suite, Outlook Calendaring, PC and MAC, Social Media (Face book, Twitter), Moodle, Tumblr, Word Press, Jot-Forms, Weebly, SKYPE, teleconferencing, FUZE, AV equipment
- Strong attention to detail
- Excellent organizational skills and time management
- Ability to appropriately handle sensitive/confidential information
- Ability to maintain professional boundaries with staff, faculty, students, donors, and other constituents
- Ability to handle multiple projects simultaneously
- Strong written and verbal communication skills
- Strong interpersonal skills
- Proficiency in MS Office Suites (typing at least 45 WPM)
- Copying, faxing, scanning, and mailing using USPS, UPS, and FEDEX

Expected Competencies

- Ability to answer e-mails and requests in a timely and accurate manner
- Ability to prioritize tasks, follow through, and meet deadlines on paperwork and projects
- Self-directed, able to navigate through SKSM Handbooks, manuals and website for direction on processes and guidelines
- Proactive problem solving skills
- Ability to represent SKSM appropriately with prospective students, donors, colleagues in our larger consortium, the Graduate Theological Union, and general public
- Orientation towards collaborative and cross-functional team environment
- Ability and willingness to listen to and incorporate feedback from supervisor in daily work
- Ability and willingness to discern when it is appropriate to request input to supervisor

Collaborates with:

All departments in the School.

This job description is intended as a guide for the performance of your job and it is not a contract of employment. SKSM retains the discretion to modify this job description at any time.

Please submit your resume to:

Kat Croswell, Registrar

Sarr King School for the Ministry

2441 LeConte Ave.

Berkeley, CA 94709

Email: Employment@sksm.edu (pdf or MS Word documents only, please)

FAX: (510) 845-6273

NO TELEPHONE CALLS PLEASE. Please submit your resume by October 24, 2014. We would like to thank everyone in advance for applying; however, only those candidates selected to be interviewed will be contacted.

About Sarr King

Sarr King School for the Ministry educates Unitarian Universalist (UU) ministers and progressive religious leaders for society. Sarr King's distinctive educational approach is rooted in the UU values of countering oppressions, cultivating multi-religious life and learning, and creating just and sustainable communities. Using a student-centered participatory learning model, Sarr King aims to educate the whole person in the service of love, compassion, and justice.

For more information about the school, please visit our website: www.sksm.edu

Sarr King School for the ministry is an Equal Opportunity Employer. Persons from traditionally under-represented populations are especially encouraged to apply.