

**GRADUATE THEOLOGICAL UNION**  
**BERKELEY, CALIFORNIA**

**JOB OPPORTUNITY**

**ADMINISTRATIVE ASSISTANT TO THE ACADEMIC DEAN**

The Graduate Theological Union seeks a talented administrator for the position of Administrative Assistant to the Academic Dean to provide support in managing the Department of Academic Affairs. This is a full-time, benefited position.

Located in Berkeley, California, the Graduate Theological Union is the largest and most diverse partnership of seminaries and graduate schools in the United States, pursuing interreligious collaboration in teaching, research, ministry, and service. The union is a pioneering educational environment: a consortium of nine independent theological seminaries and eight centers and affiliates.

Since its founding in 1962, the GTU has produced thousands of alumni who teach at eminent universities and seminaries, minister to a broad range of congregations, and work in a variety of arenas – cultural, economic, religious, and political – to achieve the greatest good.

**Principal Responsibilities**

*Executive Secretary to the Dean:*

Manages calendar, appointments, committee meetings and travel arrangements; assists with correspondence, meeting agendas and mailings; takes minutes in meetings; assists with faculty searches; coordinates seasonal events; produces Dean's Newsletter; updates faculty web pages; manages departmental budget; maintains office files and mailing lists; other duties as assigned.

*MA Program Coordinator:*

Updates and distributes Master of Arts Program Handbook and administrative forms; advises students, faculty and member school administrators on MA policy questions; plans and implements MA Student Orientation with Director of Admissions and Dean of Students; maintains MA student files and updates student records; tracks student progress; other duties as assigned.

*Dossier Service Coordinator:*

Maintains Dossier Service Brochure; keeps policies, procedures and related forms current; notifies clients regarding job openings via e-mail; maintains Dossier Service database, and mailing lists; sends dossiers to institutions at clients' request; other duties as assigned.

*Visiting Scholar Contact:*

Processes applications from prospective visiting scholars; orients new **visiting** scholars; maintains files; advises Visiting Scholars from abroad regarding procedures for applying for J-1 visas and coordinates the process in cooperation with the Berkeley International Office (BIO) at UC Berkeley and member school administrators when applicable; other duties as assigned.

*Supervise Part-Time Student Employee*

### **Prerequisite Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements and physical demands listed below are representative of the knowledge, skill and/or ability desired. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree required
- A minimum of five years executive assistant experience
- Effective oral and interpersonal skills
- Excellent organizational skills
- Proficiency with PC computer skills, including intermediate level with Outlook, Word, Excel and PowerPoint
- Keen analytic skills and attention to detail
- Mathematical competency for statistical and budgetary computations
- Ability to work independently as well as in committees and groups
- Excellent writing skills
- Professionalism in confidentiality and hospitality
- Ability to manage multiple projects and priorities with efficiency
- Flexibility for a variety of assignments
- Orientation toward public service and service to the GTU consortium of schools
- Ability to lift 15 pounds
- Some travel with a car required in supporting events and activities
- Regular attendance required to manage day-to-day operations of Academic Dean's Office.
- Work schedule is generally M-F 8:30-5:00. Some evening or weekend work may be required for event support.

### **Desirable Qualifications**

- Familiarity with higher education administrative procedures
- Academic background in Theology or Religious Studies desirable

### **Application Instructions**

Candidates should submit by email to [aholder@gtu.edu](mailto:aholder@gtu.edu), a letter of application addressing qualifications, resume, and the names/contact information for three professional references. Please put "Apply-Admin Assist" in the subject line of your email.

Please note that current GTU students are not eligible to apply due to the confidential nature of the faculty and student information handled by the Admin Assistant. The search will begin immediately and continue until the position is filled. Applications will be reviewed as received.

*The Graduate Theological Union is an Equal Opportunity Employer*