

Wartburg Theological Seminary

Position Description

Date of revision: November 20, 2024

Title: Executive Assistant to the President

Classification: Exempt

Position Status: Regular Full Time

Supervisor: President

Position Summary:

The Executive Assistant to the President supports the mission of Wartburg Theological Seminary by assisting the President in their duties, supporting the work of the Board of Directors, assisting with Human Resources functions, and assisting in the coordination of seminary events.

Major Responsibilities/Activities:

In the Office of the President

- Works with the President to manage his/her calendar. Prioritize requests for meetings; block time for office work and preparation; and schedule appointments, meetings, and travel.
- Processes all incoming mail and responds as directed.
- Maintains all electronic and hard copy files for the President; maintains permanent records for the seminary.
- Serves as the primary receptionist for the President's office, greeting guests and showing exemplary hospitality.
- Answer calls to the President's Office phone and assist with answering the main seminary phone line and directs calls appropriately.
- Schedules and prepares agendas and assists in distributing minutes for Cabinet meetings.
- Drafts correspondence for the President as requested.
- Plans the staff/faculty recognition dinner
- Chairs the social committee and facilitates staff and faculty celebrations including the Christmas party, staff appreciation lunch, etc.

- Serves as host and coordinator for President's Office events and visitors.

Support of Seminary Board

- Works with the Board Chair and the President to establish meeting dates and communicate them broadly to board members and other stakeholders.
- Attends to all logistical matters for the Board meetings: travel, lodging, meals, rooms, communications, and technology/media needs.
- Maintains the Board of Directors section of the website.
- Assists members of the Board in obtaining information and/or materials.
- Correspond with board, faculty, and staff members to solicit reports and distribute them to the board in a timely manner.
- Arrange and attend Executive Committee and other board committee meetings at the discretion of the board chair and president.
- Supports the Board Secretaries in taking and distributing minutes.
- Support WTS presidential transitions and searches.

Human Resources Responsibilities

- Design and execute procedures for employee onboarding.
- Prepare contract letters and employment offers for faculty and staff.
- Assist in search processes when requested, including posting ads, communicating with candidates, and setting up interviews.
- Review the employee handbook annually and work with the Vice President of Human Resources for updating.
- Responsible for the filing of all electronic and hard copy personnel and faculty files.
- Manage the Human Resources Outlook Inbox.

Other duties:

- Assume other responsibilities as appropriate or as assigned by the President.

Supervisory Responsibilities:

- Position is not responsible for supervision of other employees.

Qualifications:

Education & Experience Required:

- Associates degree and/or experience as an Executive Assistant.

Skills Required:

- Understands and supports the mission of Wartburg Theological Seminary.
- Ability to maintain strict confidentiality and appropriate boundaries.
- Proficiency in Microsoft Office and SharePoint programs.
- Able to quickly learn the necessary technology and applications used in the President's Office.
- Upbeat, friendly personality that can extend welcome and hospitality to constituents and guests.

- Exceedingly organized and detail-oriented with the ability to anticipate the needs of the President and Boards.
- Ability to work well with others; be a team player.
- Excellent oral and written communication skills.
- Self-starter with ability to think and work with little direct supervision.
- Ability to multi-task and prioritize work.

Work Environment:

This position has frequent interaction with faculty, students, staff, Boards, and other Wartburg constituents. This position operates in a professional office environment where the President is often traveling or engaged in meetings and therefore may have limited face-to-face supervision. This position routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical and Mental Demands:

While performing the duties of this job, the employee is regularly required to talk, hear, move around, and work at distances close to the eyes. Arms, hands and fingers will be needed to handle and reach. Employee will occasionally need to lift boxes or materials up to 10 pounds. Concentration and ability to work at one location standing or sitting for long periods of time. Ability to follow written or oral instructions, and ability to solve practical problems with little supervisory involvement.

Reasonable accommodation can be made to enable individuals with disabilities to perform the essential functions.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Wartburg Theological Seminary recruits, employs, trains, compensates, and promotes regardless of race, religion, color, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, and other protected status as required by applicable law.