EMPLOYMENT OPPORTUNITY

Department of Theology Administrator and Receptionist
St. Stephen’s College, University of Alberta Campus
$23.30-$27.84/hour

Part time: 18.75 hours/week
Hours: Mon-Fri (3.75 hours/day in person at the College, 8:30am-12:15pm)

The position provides administrative support to the Co-Chairs in the Department of Theology, and for the programs in that department. Responsibilities include communicating with faculty, staff, and students, responding to admission inquiries, processing admissions, maintaining student files and thesis documentation, and taking meeting minutes. General duties include a collection of administrative functions that focus on responding to inquiries, providing information, preparing documents, photocopying, and ordering supplies. The incumbent is also the first contact with many visitors, students, and the public making contact with the College, and must be welcoming and helpful and make a good first impression. The position also provides accounts payable services for the College, processing and entering accounts payable data, and maintaining financial files in accordance with established guidelines.

Nestled on the main campus of the University of Alberta since 1908, “St. Stephen’s College engages and equips compassionate, globally conscious learners and leaders, researchers and practitioners who integrate spirituality into their lives, communities, and professions.” The College is primarily oriented toward graduate theological education, offering divinity degrees in Theological Studies, Psychotherapy and Spirituality, Art Therapy, and Spiritual Care; we also offer undergraduate and graduate courses for the University of Alberta. St. Stephen’s College is committed to fostering a diverse and inclusive workspace. We welcome and encourage applications from all interested candidates, and do not discriminate on the basis of ethnicity, religion, gender identity, or sexual orientation. Applications from historically underrepresented groups are encouraged.

Application Deadline: June 14, 2022 (competition will remain open until a suitable candidate is found)
Free parking provided on campus; close to bus route at Hub Mall.
We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted.
NAME: Vacant

TITLE: Department of Theology Administrator and Receptionist

DATE: July 1, 2022

Position Overview

The Department of Theology Administrator/Receptionist (the “Administrator”) provides administrative support to the Co-Chairs of the Department of Theology, and for the programs in that department. Responsibilities include communicating with faculty, staff, and students, responding to admission inquiries, processing admissions, maintaining student files and thesis documentation, and taking meeting minutes. General duties include a collection of administrative functions that focus on responding to inquiries, providing information, preparing documents, photocopying, and ordering supplies. The incumbent is also the first contact with many visitors, students, and the public making contact with the College, and must be welcoming and helpful and make a good first impression. The position provides accounts payable services for the College, processing and entering accounts payable data, and maintaining financial files.

Primary Functions (approximate weightings)

1. Program Support (50%):
   • Provide ongoing secretarial/administrative support as needed by the Co-Chairs of the Department of Theology.
   • Answer inquiries related to programs in the Department of Theology and send out information as requested. Provide all basic initial information regarding application process and program structure. Refer any academic issues to the Department Co-Chair(s).
   • Review program applications submitted and indicate documents received on the application checklist
   • Send correspondence to applicant indicating material received or missing
   • Create and maintain meticulous student program files
   • Database administration for Department’s student files and documentation (including Excel spreadsheet of student progress)
   • Keep accurate records of students seeking admission to the Department programs
   • When application package is complete, provide file to relevant Department Co-Chair
   • Schedule interviews between prospective students and Associate Faculty (degree committee members); pay honoraria to interviewers and send out with appropriate correspondence
   • Enter student information in student database
   • Copy and distribute theses and dissertations to external readers with necessary forms and correspondence
   • Request honoraria for thesis/dissertation supervisors, and internal and external thesis examiners and forward with appropriate correspondence
   • Request current curriculum vitaeas from Associate Faculty (Program Committee members) for filing with Registrar’s Office

Orientation Day
• Provide support for Orientation Day, including creating presentation material for Department of Theology programs

Degree Program Committee Meetings
• Invite Department of Theology program committee members to meetings, confirm attendance, and arrange for meals for meetings
• Attend meetings and record minutes; type minutes and email to committee members, noting tasks within the minutes requiring action; keep historical record of proceedings and planning
• Update and maintain online degree program manuals

2. General Administration (25%):
   • Open, sort and distribute mail, log cheques
   • Provide ongoing administrative support as needed by faculty, associate faculty/instructors and staff of the College
   • Together with other St. Stephen’s staff, perform photocopying and assist with large mail-outs
   • Prepare shipping packages using online postal services
   • Photocopy and replenish brochures and degree applications; keep current posting of promotional materials on main display shelf
   • Log visitors into parking system; respond to parking services inquiries
   • Order supplies: business cards, stationary, office supplies, postage, kitchen, and janitorial
   • Monitor meeting room schedules, and reserve meeting space as required
   • Assist with website content creation and updates
   • Perform other administrative and College duties as required
3. **Financial Administration-Accounts Payable (10%)**:
   - Accurately process various accounts payable transactions including invoices, cheque requisitions, and expense reimbursements, in accordance with applicable policies and procedures
   - Communicate with staff and faculty on matters pertaining to accounts payable processing
   - Maintain vendor files, and respond to vendor inquiries
   - Disperse, replenish and maintain accounting records for the petty cash fund
   - Verify bank deposits

4. **Reception, Hospitality, and General Building Coordination/Upkeep (15%)**:
   - Greet visitors and respond to general queries about the College and its programs
   - Answer the central phone number, take messages and re-direct calls as appropriate, track RSVP’s for College events
   - Check and keep the kitchenettes in order, including emptying dishwasher each morning and ensuring coffee is available
   - Together with other St. Stephen’s staff, assist with food preparation for College special functions (i.e., Christmas Open House)
   - Act as liaison with couriers, caterers, and other service providers
   - Unlock building, turn on lights and equipment at beginning of day
   - Together with other St. Stephen’s staff, check appearance of lounge area, classroom/meeting rooms and photocopy room, notifying caretaker of any issues that need addressing
   - Order signage as needed for College offices and parking lot
   - Communicate with University of Alberta regarding routine building and grounds maintenance; send Work Orders regarding any concerns with heating, plumbing, electrical, and snow removal; consult with supervisor regarding non-routine maintenance
   - Arrange for purchase of approved equipment and furnishings

**Qualifications and Skills**

1. High School Diploma
2. Two to three years of related experience, preferably in an educational environment; direct experience as a “front-line” person preferred
3. Computer proficiency using MS Office applications; knowledge of Quickbooks desirable
4. Knowledge of (or willingness to learn) website management software
5. Fast and accurate keyboarding skills
6. Good organizational skills
7. Excellent interpersonal, verbal and written communication skills
8. Ability to work efficiently without frequent direct supervision, and to prioritize multiple tasks
9. Strong customer service skills; prompt and welcoming in answering the phone
10. Awareness of, and essential agreement with, the College’s Mission and Values
11. Willingness and ability to deal with all college staff and faculty in a mature, flexible and professional manner and with a high degree of discretion befitting an organization dedicated to team-work in delivering high quality educational services. Ability to resolve normal work-related differences in a professional manner, according to the procedures set out in the Staff Personnel Policy. Where guidelines are not evident, shall report matters immediately to supervisor.

**Accountability**

This person is supervised by, and reports directly to, the Director, Academic and Administrative Services/Registrar. This is a permanent position and can be changed or terminated as needed, following St. Stephen’s College Staff Personnel Policies. Goals, work plans and performance will be reviewed annually by the supervisor.

**Time and Compensation**

PAY BAND: SIX, plus benefits as noted in the Staff Personnel Policies
TIME: 0.5 time (18.75 hours per week)