

Employment Opportunity: Administrative Assistant to the President

Organization:	The Canadian Southern Baptist Seminary & College	Location:	200 Seminary View, Cochrane, Alberta
Salary/Wage:	\$14.40 per hour	Status:	21 hours/week
Department:	Office of the President	Start Date:	August 17, 2015

The Administrative Assistant relates to the President.

Responsibilities are as follows:

- Assist the President with managing his calendar and appointments
- Handle mail and telephone for the President's Office
- Occasionally assist the President with travel arrangements
- Maintain Presidential files and records
- Take accurate minutes of bi-weekly meetings of the President's Administrative Team (PAT) and keep records of PAT agendas, minutes and policies
- Organize trustee meetings: book flights, housing and arrange for local transportation and meals
- Take accurate minutes of trustee meetings
- Maintain trustee minutes, policies and binders
- Assist the Trustee Chairman in carrying out the administrative functions of the Board of Trustees
- Assist the President in preparing for and documenting Assessment of Institutional Effectiveness
- Assist the President in organizing chapel services and organizing the Church Fair
- Assist the President in the preparation and carrying out of the President's Winter Party
- Organize and carry out the President's Reception at graduation
- Prepare for guests hosted by the President's Office, including the booking of guest room and vehicle, preparation of guest baskets, etc.
- Liaison as necessary on behalf of the President with partner churches, associations, state conventions, and denominational agencies
- Address immigration and naturalization issues of faculty and staff related to Citizenship and Immigration Canada (CIC)
- Oversee compliance with the Agreement for the Alberta Designation Requirements related to the CIC International Student Program
- Prepare the annual internal audit for compliance with the Child & Minor Student Abuse Prevention Policy
- Carry out other tasks as assigned by supervisor

Required Skills:

- Exemplify Christian conduct at all times
- Ability to work responsibly, fairly and harmoniously and maintain open and clear communication in all CSBS&C relationships
- Ability to keep information, records and conversations in strict confidence
- Self-motivated and able to work with minimal supervision
- Strong organizational and people skills
- Strong communicational skills, both oral and written
- Good listening skills and mastery of English language; experience in taking minutes an asset
- Proficient in Microsoft Office including Word and Outlook

Application Procedure:

All interested candidates please submit your resume to the Business Office by June 10, 2015 by e-mail to sabine.koster@csbs.ca.
For any questions please contact Sabine Koster at 403-932-6622 ext. 234.