

Administrative Manager

This position is: OPEN

Job Number: 738 Posted: 9/14/2022 Revised: Location: St. Davids -- Posting Type: Staff

Position Summary

To support the Program Chair with primary responsibilities in program administration, financial management, PhD program event coordination at multi-sites, maintenance of administrative records, communication management, and grant management; to provide timely and excellent customer service to students, faculty, and other PhD community; to participate in strategic planning for the PhD program; to supervise part-time staff; and to liaison Eastern and other professional communities

Responsibilities

Position Responsibilities

- A. Administration: Support and independently fulfill administrative functions and interface with the appropriate Eastern offices. Some tasks include:
 1. Managing the finance for purchasing and reimbursements & contract processing.
 2. Coordinating the development, update, and dissemination of program-related materials (e.g., academic, administrative, grant, handbooks, website, catalog, etc.) & participating in the program's strategic planning.
 3. Communicating and collaborating with the Chair and stakeholders on the day-to-day administration, planning, evaluation, and problem-solving efforts; Maintaining positive working relationship with other Eastern University support services.

- B. PhD Program Event Coordination: Coordinate all program activities (e.g., residencies, graduation receptions, department meetings, worship events, retreats, Board of Fellows events, etc.). Some tasks include:
 1. Planning and managing instructional residencies and other PhD events (e.g., facility scheduling, food, programming, notifying, etc.).
 2. Troubleshooting faculty and student concerns; assisting guest speakers and adjunct faculty with travel and accommodations.
 3. Creating an environment of hospitality with excellent customer service mindset.

- C. Maintenance of Administrative Records: Effectively organize and maintain records on the program, faculty, and students. Some tasks include:
 1. Maintaining the record of the curriculum, syllabi, course evaluation, etc. accurately and timely; and updating Brightspace courses and shared files such as PhD Student Resource, PhD Faculty Resource, Comprehensives, Dissertations, etc.

2. Maintaining the record of student comprehensives, portfolio, dissertation progress, and other student records; and maintaining the covenants, contracts, and other records for faculty and dissertation committee members
3. Keeping the financial record of purchasing and reimbursements accurately and completely.

- D. Student Services: Provide academic and other necessary services to students. Some tasks include:
1. Coordinate and support students regarding the comprehensive exam, portfolio process, and dissertation-related events
 2. Providing other academic services to students
 3. Advocating students' interests to other University offices
- E. Faculty & Dissertation Committee Support: Provide support to the faculty functions. Some tasks include:
1. Supporting the faculty meetings (e.g., facility, food, minutes, etc.)
 2. Supporting the faculty's management with research, instruction, presentation and grant; assisting the Chair in providing financial and other support to the faculty.
 3. Supporting the faculty's instructional needs during residencies and other Zoom sessions; and the dissertation committees' needs.
- F. Supervision of Assistants: Provide supervision to Recruitment Specialist and student assistants. Some tasks include:
1. Supervising and support Recruitment Specialist to complete PhD recruitment annually.
 2. Conducting an annual job performance evaluation
 3. Contracting, supervising, and mentoring to student assistants as needed

Status: Staff, full time, salaried, 40 hours per week, 12 months per year.

Qualifications

- A. Bachelor's degree
- B. Efficient skills in office management, computer technology, written and oral communication, and quantitative reasoning (e.g., MS Office, databases, spreadsheet, system planning, writing and oral skills, book-keeping, etc.)
- C. Strong communicative and cooperative problem solving skills and attitudes adaptable to higher education contexts
- D. Ability to take initiative and complete tasks in timely and competent manner; Mobility to coordinate and manage residencies in multi-sites
- E. Strong interpersonal skills for positive and respectful customer relations, especially with adult professional students, faculty, organizational colleagues, and other multi-stakeholders
- F. Willingness to learn and grow professionally to enhance organizational and program knowledge and commitment to serving the needs of
- G. Commitment to enhancing the value of the PhD program and Eastern University by adhering to the mission of the institution.

About Eastern University

Eastern University is a Christian university of the arts and sciences that integrates faith, reason and justice for students in its undergraduate, graduate, Seminary, urban, professional and international programs. **Applicants should have a religious commitment compatible with its mission and be willing to support the mission and vision of the university.** The university complies with federal and state guidelines of nondiscrimination in employment; members of protected classes encouraged to apply.

Background Checks

Standard University employees are required to complete the background clearance process. Employment is contingent upon the successful results of an employment background screening. The employment background screening may include but is not limited to your consumer credit history (for positions that work with the university finances or alumni funds only), verification of education and professional credentials, criminal history, driving history, residency, immigration status, performance, references, and other qualities pertinent to your qualifications for the following position.

Youth Clearances are required for positions with direct contact with children and essential personnel positions. Employees working with or around minor age children are required to complete the youth clearance process which includes the following four child protection clearances:

- 1) Affidavit;
- 2) FBI Criminal Record Check;
- 3) Pennsylvania Department of Human Services Child Abuse History Clearance and;
- 4) Pennsylvania State Police Criminal Record Check.

In accordance with state laws, Act 73 of 2007, Act 153 of 2014, Act 168 (relating to the Child Protective Services Law), school employees of Eastern University who will have "direct contact with children" must complete the background check process prior to employment. Results must be submitted within ten days of receipt.

Description Disclaimer

This description is intended to describe the general level and nature of work performed by the person/people assigned to this position. It is not to be construed as an exhaustive list of duties and responsibilities of the person/people so assigned.