SEMINARY ADMINISTRATIVE COORDINATOR (FULL-TIME)

Department: Seminary

Reports To: Director of Seminary Operations

Position Summary: North Park Theological Seminary (NPTS) is at an exciting turning point in its history. The Seminary Administrative Coordinator position is a new position that will assist the Seminary moving into the next phase of strategic alignment and will play a pivotal role in resourcing our faculty and staff, helping us create a healthy infrastructure for the expansion of NPTS’s learning environment. Responsibilities will be wide-ranging working with various Seminary departments. The ideal candidate is self-motivated, possessing strong administrative and time management skills, experience in project management, and an ability to work with multiple constituencies.

About North Park Theological Seminary: North Park Theological Seminary is the only seminary of the Evangelical Covenant Church (ECC) and an embedded, parallel institution of North Park University. Located for over 130 years on the land of the Miami and Potawatomi tribes in what is today Chicago’s northside, North Park Theological Seminary’s student population includes on-campus, online, and regionally based cohort students. It also runs a degree program in restorative justice ministry serving over 100 students incarcerated at Stateville Correctional Center (a men’s facility) and Logan Correctional Center (a women’s facility).

Our innovative programming and pedagogy have been recently affirmed through a million-dollar grant from Lilly Endowment. This grant propels us forward in our One Thriving Seminary vision centered around reimagining accessible theological education for leaders from marginalized communities; connecting with pastors from the Evangelical Covenant Church (ECC); and collaboration with North Park University’s (NPU) undergraduate programs.

Essential Responsibilities:
Contribute to general building and administration in the Seminary:
- General office and building administration functions, including filing, mail distribution and preparing check requests
• Conducting periodic website audits
• Participating in proactive team efforts to achieve Seminary goals
• Coordinate transportation requests, reserve university vehicles, and recruit drivers

Contribute to hospitality in the Seminary:
• Coordinating student short-term housing and hospitality during intensives
• Coordinating community meals
• Hosting guest speakers
• Providing AV support at various on-site and off-site meetings and classes

Contribute to student and academic support:
• Work with Student and Academic Services offices to provide student and administrative support across all platforms
• Provide adjunct instructor onboarding and support for in-person, online, and SRA courses
• Support assessment of student learning
• Assisting with special projects as assigned

Contribute to the School of Restorative Arts (SRA):
• Working on various projects including scheduling program components and evaluations for SRA students, coordinating social media messaging, and other support and development initiatives
• Assist with general administration of program including weekly correspondence, maintaining student data, ordering student books and supplies, setting up Zooms, and coordinating background clearances
• Provide student support including liaising with the Writing Center, Chicago campus students & groups, and ECC churches and volunteers

Essential Qualifications:
• A bachelor’s degree
• 3 years of relatable work experience
• Ability to handle confidential and sensitive information with discretion.
• Ability to initiate, organize, prioritize, and complete necessary tasks in a timely manner
• Ability to work in a high traffic area and maintain sense of calm and welcome
• Ability to work well on a team and be adaptive
• Ability to read and interpret documents pertaining to policies and procedures
• An orientation to detail and precision
• Ability to work within a growing, changing community of theological education including willingness to work within in a prison setting
• Intermediate personal computer skills, including electronic mail, routine database activity, and Microsoft Office programs (i.e., an aptitude sufficient to maintain records and schedule tasks.)
• Ability to communicate effectively (verbal and in written) with students, faculty, staff, the wider University, the ECC and other outside constituents in a friendly and professional manner.
• Personal commitment to North Park University’s mission of diversity, equity, and inclusion and to theological education
Effective Date: March 2022

NOTE: Nothing in this job description restricts the supervisor’s right to assign or reassign duties and responsibilities to this job at any time.