Department: Seminary

Reports To: Director of Student Life and Formation

Position Summary: The Seminary Administrative Coordinator position is a new position that will assist the Seminary moving into 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 Student Support and Community Life:

- Work to provide student support across all platforms and programs. Liaison with the appropriate Seminary and University offices. Collaborate with appropriate entities to implement interventions and enhance availability of resources to students
- Directly interact with students and provide resources and guidance
- Facilitate new student orientations and check-in initiatives throughout program
- Work with Director to coordinate Commencement and Convocation events
- Oversee the writing and distribution of the Seminary Blog weekly
- Publish seminary community directory and student handbook annually
- Manage community distribution lists and community calendar
- Liaison with the Student Leadership Team and support student-led efforts
- Support and facilitate community life events
- Maintain Vocational and Spiritual Formation for Leadership records and assist students through these degree program requirements, including assistance in scheduling at School of Restorative Arts
- Manage the timely completion of Entering and Graduating Student Questionnaires (ATS)

Contribute to hospitality in the Seminary:
• Coordinate student short-term housing and hospitality during intensives
• Coordinate community meals
• Host guest speakers
• Maintain kitchen and lounges

Office Management:
• Assure complete and timely maintenance of all office records
• Maintain student data and records in a manner that ensures confidentiality
• General office/building administration functions, including filing, and mail distribution
• Answers and direct all questions to appropriate persons/offices
• Conduct periodic website audits
• Coordinate transportation requests, reserve university vehicles, and recruit drivers for community events
• Assist with special projects as assigned
• Supervise student employee

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.