



# Indigenous Studies Program

## Vancouver School of Theology



### Temporary position      **JOB DESCRIPTION**

#### **POSITION TITLE**

**Summer School 2017 - Administrative Assistant:**  
Native Ministries Consortium (NMC) Summer School

**Reports to:**                                **ISP Coordinator**  
**Employment Status:**                **Full time = 35 hrs per week, with provision for overtime**  
**Start date:**                                **May 08, 2017**  
**End date:**                                 **Aug 07, 2017**  
**Application deadline:**                **March 17, 2017**

#### **POSITION SUMMARY**

The Administrative Assistant ensures a welcoming and hospitable environment for the Native Ministries Summer School students, faculty, tutors and guests. This includes support for their programs, and maintenance of student and faculty administrative matters during summer school.

#### **SPECIFIC RESPONSIBILITIES (MAJOR AREAS) AND FUNCTIONS (SPECIFICS)**

##### **1. Administrative**

*Manages administrative functions:* Ensures welcoming, hospitable, and culturally safe reception to all (i.e. students, faculty, tutors, IT personnel, and volunteers), acting as the first point of contact and trouble shooter. Maintains Native Ministries Consortium's records and files; organizes office resources; assists with data collection and systematization.

##### **i. Meetings**

Organizes pre-summer school meetings by conference call; drafts and/or distributes agendas; and records and distributes minutes. These will include the summer school scholarship committee and office staff meetings.

##### **ii. Programs**

Administering Native Ministries Consortium summer school program includes: responsibilities for classroom bookings, arranging for course and resource material (including photocopying) and audio-visual equipment availability; and being a resource/liason for faculty, tutors and students. There will also be some responsibilities attached to students' accommodation and the summer food program.

##### **iii. Faculty, Tutors and Students**

Administrative responsibilities, primarily related to the Native Ministries Consortium Summers School, include processing student registrations; helping students deal with new environment etc.; preparing informational material, and processing expense claims. Filing course outlines, collecting, transcribing, and summarizing student evaluations; entering information in SIS (Student Information System).



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### 2. Communication

Preparing NMC Summer School handbook and orientation materials; participating in Summer School orientation for faculty and students; and responding to phone and e-mail enquiries from students, faculty, tutors, and IT personnel.

### 3. Hospitality

Supporting with hospitality and helping with the arrangement of special events and salmon BBQ, as well as assisting with minor catering tasks during the two weeks of summer school.

*The Summer School Administrative Assistant is directly responsible for all aspects of the job to the Coordinator of the Indigenous Studies Program.*

### **QUALITIES (needed in the position – education, experience, personal and professional qualities)**

The following qualities are desirable for the position:

- Respect and appreciation of Aboriginal and other cultures
- Ability to accomplish tasks as per instructions under minimal supervision, be a resourceful self-starter
- Good relationship building and maintaining skills on a one-to-one basis, as well as in team functioning
- Office management competencies that include organizational skills, attention to detail, ability to set priorities; file management (electronic and hard copy)
- Computer skills that include word processing, spread sheets, and internet searches and e-mail
- Experience working with SIS (Student Information System) would be an asset
- Excellent communication skills – written and oral
- Desire and ability to act as a representative and advocate of the Indigenous Studies Program Office
- Sense of humor and ability to be flexible and adapt to change

- Other duties will be arranged as needed with the Summer School team

- Being able to work for extended hours is required

- Ability to shop for hospitality supplies is required (access to car preferred/ expenses will be reimbursed)

### **TYPE OF POSITION - BENEFITS**

This is an hourly wage (\$14.50 per hour) position without benefits.

Applications (Resume and cover letter) should be sent by March 17, 2017 via e-mail to:

Catalina Parra  
Administrative Coordinator  
Indigenous Studies Program  
Vancouver School of Theology  
[cparra@vst.edu](mailto:cparra@vst.edu)