Temporary position JOB DESCRIPTION

POSITION TITLE
Summer School 2016 Administrative Assistant:
Native Ministries Consortium (NMC)

Reports to: NMC Executive and ISP Director
Employment Status: Full time = 35 hrs per week, with provision for overtime
Start date: May 16, 2016
End date: Aug 05, 2016
Application deadline: April 13, 2016

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 reception to all (i.e. students, faculty, tutors and volunteers); maintains Native Ministries Consortium’s records and files; organizes office resources; assists with financial issues (i.e. NMC financial updates and expense claims). There will also be a need to assist with the office move from the Iona Building to temporary quarters.

   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 possibly an NMC executive meeting.

   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/liaison for faculty, tutors and students. There will also be some responsibilities attached to 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.; requesting relevant honoraria and processing expense claims. Creating and maintaining summer school class lists, student data base entry, filing course outlines (for NMP and NMC courses), and evaluation sheets. Other duties are arranging for and participating in the 30+1 NMC Anniversary celebration and salmon BBQ.

2. Communication
   Preparing NMC Summer School handbook and orientation materials; participating in Summer School orientation for faculty and students; responding to enquiries from students, faculty and tutors.
3. Hospitality
Facilitating a welcoming, hospitable and culturally safe environment in the office, meetings and programs; and being the first point of contact and trouble shooter.

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
- Good relationship building and maintaining skills on a one-to-one basis, as well as in team functioning (e.g. with VST)
- Excellent communication skills – written and oral
- Ability to work independently, be a self-starter
- Desire and ability to act as a representative and advocate of the Native Ministry Partners in VST
- Sense of humor and ability to be flexible and adapt to change
- 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, data base management, internet searches and e-mail

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

- Ability to shop for hospitality supplies is required (access to car preferred)

TYPE OF POSITION - BENEFITS
This is an hourly wage ($14.50 per hour) position without benefits.

Applications should be sent by April 13, 2016 via e-mail to:

Catalina Parra
Administrative Coordinator
Indigenous Studies Program
Vancouver School of Theology
cparra@vst.edu

Please note this position is for full time university students returning to school in Fall 2016.