Job Title: Academic Services Coordinator  
Reports To: Academic Dean  
Status: Full-time, Non-exempt

SUMMARY  
The Academic Services Coordinator provides administrative assistance to the faculty, the editor of the Calvin Theological Journal, the directors of the Institute for Global Church Planting and Renewal (IGCPR) and the Church Renewal Lab, and the ministerial candidacy process; helps promote academic and continuing education events, and provides assistance to the Academic Office team as needed.

DUTIES AND RESPONSIBILITIES include the following (other duties may be assigned):

**Assist the Faculty:**
1. Prepare and distribute materials as requested by faculty, including syllabi, handouts, and articles, including resources for purchase by students.
2. Assist with proctoring tests and examinations.
3. Distribute graded tests and assignments to student mailboxes.
4. Ask faculty for, and facilitate students’ access to, lists of required course texts and resources each academic term.
5. Receive, keep a log of, and post committee minutes; file minutes in the vault and send them to Archives monthly.
6. Ensure posting of faculty office hours.
7. Review course syllabi.
8. Collect faculty development profiles.

**Assist the Ministerial Candidacy Process:**
1. Keep the candidacy and Ecclesiastical Program for Ministerial Candidacy (EPMC) websites up to date.
2. Communicate with potential candidates, the CRC Director of Candidacy, CTS faculty and offices regarding the candidacy process.
3. Track each person’s progress toward candidacy and maintain secure files of documents required in the candidacy process, including for EPMC students.
4. Administer and process psychological evaluations and background checks.
5. Print and maintain files of Mentoring Group Leader Assessments and Reports on Review of Psychological Evaluation with Student.
6. Maintain bulletin board of candidates, including accepted calls. Send job announcements and ministry opportunity information to eligible candidates awaiting call.
Assist the Editor of the Journal (with assistance by students):
1. Maintain all records associated with the Calvin Theological Journal (CTJ).
2. Prepare the contents and the contributors list for each issue of the CTJ.
3. Organize and manage the book library, including orders for book reviews and notices.
4. Handle correspondence with writers, publishers, and referees on behalf of the editor of the CTJ.
5. Administer the distribution of the CTJ.

Coordinate Academic and Continuing Education Events:
1. Assist in promoting events organized by or for faculty, including continuing education events (e.g. courses open to visitors, Seminary lectures) and conferences.
2. Make room reservations, travel and catering arrangements, photocopies, and reimbursement requests for continuing education events and conferences (including IGCPR and Renewal Lab events).

General Seminary responsibilities:
1. Coordinate room reservations and any needed services with the reservations.
2. Keep printers supplied and order office supplies.
3. Take primary responsibility for switchboard from 8:00 – 1:30.
4. Order business cards for faculty and staff as needed.
5. Assist the Certificate in Hispanic Ministry Program as needed.
6. Work on special projects as requested by the Academic Dean.

SUPERVISORY RESPONSIBILITIES
Supervise student worker for the Calvin Theological Journal and approve student teaching assistant or tutor time sheets as the back-up for the faculty supervisor.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
The preferred candidate will have a bachelor’s degree from a four-year college or university or the equivalent combination of education and experience, including at least two years of relevant experience.
INTEGRITY
This position requires a person of unquestioned personal integrity demonstrated by honesty in word and deed, supportive teamwork, and ability to keep sensitive matters confidential. Additionally, because Calvin Seminary is the denominational seminary of the Christian Reformed Church in North America, the person must be familiar with or willing to learn about and respect the Christian Reformed Church of North America and her constituencies. A living, vibrant Christian faith and active church membership are essential.

COMMUNICATION SKILLS
This position requires the incumbent to maintain good communication with members of the faculty and a diverse student body. The individual must connect well with other offices and personnel and be able to handle confidential information without flaw.

DECISION MAKING/JUDGMENT
This position involves managing projects and/or assignments requiring some decision-making authority and the ability to take initiative. Major decision-making will be accomplished in consultation with the supervisor(s).

OTHER SKILLS AND ABILITIES
1. Creativity, energy, and ability to be a self-starter.
2. A personable team player who is flexible and capable of managing multiple projects and responsibilities at one time.
3. Organized, detail-oriented, able to proofread and check documents for accuracy.
4. Strong familiarity and ability in computer applications, including Microsoft Office and tools used in educational environments.
5. Experience managing a website.

PHYSICAL DEMANDS/WORK ENVIRONMENT
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work in this position is performed within routine office conditions, usually without exposure to hazardous or unpleasant conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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