

GORDON CONWELL

THEOLOGICAL SEMINARY

Title: Administrative Assistant
Reports to: Director of Human Resources
Location: South Hamilton, MA
Status: Part-time (20-25 hours per week)

Overview

Gordon-Conwell is a multi-denominational evangelical Protestant graduate school, unique with its broad array of over 2100 students and 200 faculty and staff from 98 denominations and 55 countries. Our four campuses include a residential model of education at South Hamilton, MA (our main campus); an urban context offering classes in five languages in downtown Boston, MA; adult educational models in both our Charlotte, NC campus and our offerings in Jacksonville, FL; and cohort models involving students from around the world.

Our mission is to prepare men and women for ministry at home and abroad. Rooted in the gospel and God's Word, the seminary seeks to develop Christian leaders who are thoughtful, globally aware, spiritually mature and ready for a broad array of ministries. While being historically orthodox and evangelical, we seek to address the issues of our times with both relevance to the culture and faithfulness to Christ and God's truthful Word.

Position Summary

Under the supervision of the Director of Human Resources supports the mission of the Seminary and the HR Department by performing a variety of administrative responsibilities in support of the Human Resource function. The incumbent must possess soundly developed administrative and clerical skills including organizational and coordination skills gained through education and/or experience; comprehension of range and content of the HR function; ability to work well within a team environment; clear recognition of the significance of confidentiality in day-to-day activities; and ability to relate in a gracious and efficient manner to the various constituencies of the Seminary. Associates degree and command of Microsoft Word Office Suite desktop applications required.

Key Responsibilities:

- **Records management:** Supports the HR department by ensuring all files are accurately and regularly maintained. Stays abreast of federal, state, and local compliance laws and regulations related to records maintenance, retention, and destruction. Prepares employment verifications and responds to unemployment claims as requested.
- **HR Communications:** Assists in creating, proofreading, and editing materials such as HR Communications, memos, policies, etc.; ensures the accuracy of completed work. Prepares documents for mailing or other distribution, including birthday cards and other correspondence.
- **Reporting:** May assist with the preparation of human resource reports such as attendance, new hire, and turnover reports, as well as annual and quarterly reports required by the state, such as: Massachusetts Employee and Wage Detail report, HIRD report, etc.

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- **Office Logistics:** Maintains office supplies and organizes storage. Sorts mail and correspondence; answering basic inquiries.
- **Community Building Initiatives:** Supports initiatives to build community on each of the GCTS campuses, including special events, holiday celebrations, and the like.
- **Workflow:** Assists as required in the creation and workflow of the required paperwork for employee transfers, changes in job classification, etc., and other related employment matters. Collaborates with department heads to ensure that updated job descriptions are up to date and on file as duties change and roles evolve.
- **Payroll:** Receives cross training from Payroll Administrator and remains up to date in payroll matters so that can be fully equipped to process both student worker and staff/faculty pay cycles in absence of Payroll Administrator.
- Performs other related duties as assigned or requested.

Key Competencies:

- Excellent verbal and written communication skills. The incumbent must possess strong administrative and computer skills including MSOffice Suite, HRIS systems, database management.
- Able to maintain the highest levels of confidentiality; possess sound judgment.
- Excellent interpersonal and customer service skills required for effective interaction with members of administration, faculty, staff, students, and the general public.
- Commitment to collegiality, diversity, inclusion, and cultural awareness through actions, interactions, and communication with others.
- Must be service-oriented and able to work proactively and with a team approach, collaborating with all campuses and departments.
- Excellent time management skills with a proven ability to meet deadlines. Must be flexible and able to handle many tasks simultaneously.
- Strong analytical and problem-solving skills; detail oriented.

Education and Experience:

- Associates degree in human resources or related field, or equivalent experience
- 1-2 years of administrative assistant experience preferred.