



Corban University

Position Description

EXECUTIVE ASSISTANT FOR THE PROVOST

DEPARTMENT: Provost
REPORTS TO: Provost
FLSA STATUS: Exempt / Full-time
REVISED: May 2019

See Application Process on Page 2 and 3

MISSION: To educate Christians who will make a difference in the world for Jesus Christ.

SUMMARY: The Executive Assistant role includes management of the Provost office day to day business activities. This position serves as the Provost office primary point of contact and serves as the liaison between the complex administrative needs of academic personnel and the Provost's programs.

ESSENTIAL FUNCTIONS:

- Exercise discretion and independent judgment with respect to maintenance of department budget, auditing, strategic planning, and human resource functions.
- At direction of Provost, oversee budget for Provost office; Bookkeeping or accounting experience preferred.
- Compose, edit, and maintain written communication, files, and records originating from the Provost and meetings including the Provost.
- Provide complex administrative support to Academic office staff.
- Gather institutional data, conduct research, create reports, analyze source and background materials to support University assessment.
- Provide project management and support as needed for selected priority projects: direction of Freshman Seminar in partnership with the Registrar's office, LPE, faculty retirements, Academic Office events and other projects as assigned.
- Prepare records such as agendas, proposals, notices, minutes and actions for committees, including Academic Council, Provost Table, Faculty meetings, and other committees as assigned.
- Schedule meetings/appointments for the Provost.
- Work closely with the Registrar's office and Deans regarding student issues and academic actions that involve the Provost.
- Primarily responsible for the processing of adjunct hiring, orientation, and in-service with assistance from HR.
- Maintain database of all full time, part-time faculty and adjuncts with assistance from HR.
- Work with Payroll department to create, maintain, and renew faculty contracts, adjunct contracts, Independent Study contracts and MOUs.
- Manage and submit all NWCCU reporting requirements including accreditation reports and the Annual Report as well as coordinate and provide support for NWCCU site visits.
- Maintain and update various governing documents including Faculty Handbook, Instructional Handbook and Adjunct Handbook.
- Coordinate Provost travel and expense management.
- Work with President's office and Global Initiatives to coordinate support of visiting VIPs,
- Participate in monthly Executive Assistant/Administrative Support meetings.



- Perform office manager duties such as ordering supplies and equipment for the department.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to anticipate needs, use discretion, and handle confidential material as the key gatekeeper of the Provost's schedule and relationships.
- Strong database and budget management skills including data entry, report generation, and mail merge.
- Excellent written and verbal communication skills with ability to present information effectively
- Strong interpersonal and teamwork skills.
- Office and time management skills with demonstrated complex administrative experience.
- Knowledge of basic research techniques, general accounting experience, and general understanding of fiscal matters and practices.
- Ability to maintain the use of high ethical standards of conduct and ensure confidentiality.
- Flexible but detail oriented; work creatively and effectively in a complex environment with changing priorities and multiple projects.
- Ability to maintain strong customer service orientation using tact and diplomacy in all dealings with University constituencies and members of the public

QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's degree required; Bookkeeping or accounting experience preferred.
- Budget management experience required; Academic environment preferred.
- Proficiency in Microsoft Office, including Outlook, Power Point, and Excel.
- Minimum of five (5) years administrative experience with progressively increasing responsibility.
- Active status Oregon Notary Public preferred.
- Evangelical Christian commitment and lifestyle consistent with the university's mission as described in our Statement of Faith.
- Candidates should value an environment that reflects the diversity of God's kingdom, engages in global concerns and connects culturally.

WORKING CONDITIONS: Traditional office environment. Some weekend/evening work related to events on and off campus.

Corban University is a private comprehensive university of liberal arts, ministry, and professional studies with a mission to educate Christians who will make a difference in the world for Jesus Christ. All employees are expected to model servant leadership in all aspects of their work. Corban values and recruits for a workforce that is diverse in gender, age, ethnicity, race, and/or ability, and seeks employees who will interact with the Corban community in a way that reflects a commitment to cultural proficiency. Where permitted by law and consistent with the school's history, mission, and core values, Corban exercises religious preference throughout the University. Employees must have a personal relationship with Jesus Christ, agree with the University Statement of Faith, evidence a mature Christian faith, and be an active member of a Bible-believing, Gospel-preaching local church.

To Apply

Interested Candidates please submit the following:



- A cover letter of expressed interest
- Resume
- Brief testimony of your Christian faith
- Completed Corban staff application found on our website: www.corban.edu/employment

Send or email to:
Corban University
Department of Human Resources
5000 Deer Park Drive SE
Salem, OR 97317
jobs@corban.edu
FAX: 503-375-7182