



Executive Assistant to the President

Central Seminary

Central Seminary, headquartered in Shawnee, Kansas, celebrates its 121st anniversary in 2022. From its founding, Central has worked to continually adapt to the ever-changing world. Our faculty and staff are dedicated to creating an inclusive learning environment where students from varied ethnic, geographical, and theological backgrounds can pursue postsecondary seminary education that is accessible, affordable, and effective.

While our administrative headquarters is in Shawnee, the seminary's community of faculty and students extends well beyond with 9 other sites in seven states and 2 international educational partnerships. In the spring of 2022, Central enrolled 546 students in our diploma, master, and doctoral level programs, which are offered in both English and Korean. Those students are scattered across 13 different states within the U.S. and in 10 countries and hold citizenship from 12 countries. In recent years, our seminary has been on the leading edge of providing theological education that is inclusive of technological proficiency, and currently most course offerings are provided virtually.

About the Role

The executive assistant reports directly to the President and maintains a well-functioning, confidential, and welcoming office environment, coordinates special events and travel planned by the President's Office, processes invoices and monitors the President's budget, and supports the work of the seminary's Board of Trustees.

About You

Qualities needed to succeed in this role:

- Integrity and trustworthiness
- Excellent relational and communication skills
- Attention to details
- Professionalism
- Financial acumen
- Strategic thinking

Experience and Technical Skills

Administrative assistant experience preferred
High Proficiency in Microsoft Office applications

Part-time Position

20 hours per week

In-office: Mondays and Wednesday, 9:00-3:00 (negotiable)

Other hours may be worked remotely

\$22-\$23/hour

No benefits or paid holidays

To Apply

Send letter of interest and resume to apply@cbts.edu by July 15, 2022.