



Business Office Assistant

Central Seminary

Central Seminary, located in Overland Park, Kansas, will celebrate its 125th anniversary in 2026. 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 campus is in Overland Park, the seminary's community of faculty and students extends well beyond with 7 other sites in seven states and 2 international educational partnerships. In the spring of 2025, Central enrolled over 400 students in our diploma, master, and doctoral level programs, which are offered in both English, Korean, and Kachin. Those students are scattered across 35 different states within the U.S. and in 9 countries and hold citizenship from 13 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 Business Office Assistant reports directly to the Business Office Manager and provides assistance with document management, financial reporting, accounts receivable and accounts payable processes, various research projects and Central's weekly accounting process.

About You

Qualities needed to succeed in this role:

- Integrity and trustworthiness
- Excellent organization and communication skills
- Attention to details
- Professionalism
- Financial acumen

Experience and Technical Skills

Office manager or assistance experience preferred

High Proficiency in Microsoft Office applications, especially Outlook and Excel

Part-time Position

16-20 hours per week

In-office: Days of week worked and daily hours worked are flexible

Normal Office hours: 9 a.m. - 4 p.m. Monday - Thursday

\$20/hour

No benefits or paid holidays

To Apply

Send letter of interest and resume to businessoffice@cbts.edu by March 21, 2025.