POSITION: Administrative Assistant, Full-Time

DEPARTMENT: Continuing Education and Special Events

POSITION SUMMARY: Provides a variety of administrative support duties to the department of which the following are illustrative but not limited to:

Prepares all aspects of Continuing Education events:
- coordinates event with various internal departments (overnight housing, food service, room scheduling, et cetera)
- makes travel arrangements for speakers and leaders
- prepares correspondence and registration information
- generates invoices and receipts for participants
- summarizes participant evaluation sheets and prepares reports
- designs brochures and advertising using InDesign software
- records and issues continuing education credits and certificates
- monitors event budget
- orders appropriate supplies

Maintains department database, records, files, and archives. Generates mailing lists.

Maintains department information on PTS website.

Prepares event deposit information and processes payments with the Business Office.

Oversees work support students.

QUALIFICATION/REQUIREMENTS:
Proficient reading, writing, grammar, and mathematics skills; proficient interpersonal relations skills, and communication skills; proficient keyboarding skills (minimum 50 words per minute); proficient organization and multi-tasking skills; ability to operate PC equipment and sufficient knowledge to utilize PC software (InDesign, Peopleware database, and Microsoft Office Suite) or other applicable software; knowledge of various technological office equipment; general knowledge of assigned department’s operations; general knowledge of Christian Church and its beliefs; visual and auditory skills.

EDUCATION/TRAINING/EXPERIENCE:
A high school diploma or equivalent with an emphasis in a business curriculum; minimum of 8-10 years’ experience in related administrative positions is normally required.

Application Information:
The position will remain open until filled. Apply by sending cover letter and resume to:
Mrs. Lee Bognar
Business Office
Pittsburgh Theological Seminary
616 North Highland Ave.
Pittsburgh PA 15206

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