

## **Job Posting**

Position: Academic Departments Coordinator  
35 hours per week, 10 Months  
Estimated starting pay \$15.25/hour

Reports to: Area Deans for the Schools of Management & Creative Arts and Education & Behavioral Sciences

### **OCCUPATIONAL SUMMARY:**

Houghton University provides an academically challenging, Christ-centered education in the liberal arts and sciences to students from diverse traditions and economic backgrounds. Houghton is focused on preparing and equipping students to serve God fully and faithfully in and labor as scholar-servants in a changing world. The Academic Departments Coordinator is responsible for providing administrative support to the faculty in multiple departments as they seek to educate, assist, and mentor students in their pursuit of a Christ-centered education at Houghton University. The coordinator also provides assistance to students and staff members as needs arise.

### **DUTIES AND RESPONSIBILITIES:**

- Provide day-to-day administrative support to area faculty as well as complete a variety of tasks, including but not limited to answering phone calls, conducting email correspondence, collecting course syllabi for departmental and institutional archives, making copies, making department credit card purchases, preparing monthly expense reports, and reporting monthly copier tallies.
- Collect and maintain departmental documents as requested.
- Oversee area faculty's student workers' payroll time card system.
- Organize and maintain office and technology supplies for each department.
- Coordinate departmental program events as needed.
- Assimilate and store important department information into readable formats for future reference (e.g., student recommendations and syllabi).
- Communicate professionally and effectively, both orally and in writing, across departments with faculty, staff, administrators, campus organizations, and outside organizations at all levels.
- Handle sensitive information/documents in a strictly confidential manner.

### **SUCCESS PROFILE:**

Individuals ideally suited for this position will exhibit the following behaviors and competencies:

- Skillfully manage multiple projects and tasks simultaneously; be a self-starter, highly adaptable and calm under pressure; detail-oriented and thorough; able to work independently with exceptional organizational skills using sound judgement and decision-making.
- Facilitate and atmosphere of consistent support and encouragement; warmly welcome current students, prospective students and their families, faculty, external visitors, recruiters, and others.
- Create and meet deadlines as structured within the departments.

### **MINIMUM REQUIREMENTS:**

- Bachelor's degree
- Competent proficiency in the use of Microsoft Office Suite, including Word, Excel, Access, and PowerPoint.
- Acquire familiarity with video conferencing tools (e.g., Zoom and Teams).
- Excellent verbal and written communication skills; possess accomplished keyboard skills.
- Ability to live up to 20 pounds; ability to do sedentary work (consistent with office environment), occasionally sitting for extended periods of time.

- Preferred previous experience including office management and administrative/supervisory performance beyond the minimum.
- Familiarity with or ability to learn and competently use administrative systems including Ad Astra, Slate, Anthology/Campus Labs/IDEA, SharePoint; acquire a working knowledge of Moodle and FrxWebPort.

**Houghton University is fully committed to a culturally diverse faculty, staff and student body. Successful candidates will evidence similar commitments.**

*Houghton University is a Christ-centered, liberal arts and sciences institution of The Wesleyan Church, an evangelical holiness denomination rooted in the teachings of John Wesley. All employees are expected to share a set of values, convictions, and commitments that guide our life together. The University expects that all faculty and staff will respect the University's Vision of our Common Life, Doctrinal Statement, Wesleyan beliefs and core values, and adhere to its lifestyle expectations.*

### **Application Procedure:**

To apply please submit the following materials via email to: [jobs@houghton.edu](mailto:jobs@houghton.edu).

- (1) Cover Letter
- (2) Resume
- (3) 3 References
- (4) Answers to the following questions:

Please review the following documents:

<https://www.houghton.edu/a-vision-of-our-common-life/>

<https://www.houghton.edu/doctrinal-statement/>

<https://www.wesleyan.org/about/our-beliefs>

1. Please provide a brief description of your journey to personal faith in Jesus Christ and subsequent growth.
2. Please identify the church where you currently attend. In what ways are you currently participating in your local church or fellowship?
3. Are there any areas of Houghton's beliefs or practices that you find challenging or problematic? If yes, please explain.