

Administrative Assistant

The Association of Theological Schools is seeking an administrative assistant to support its accrediting function. The assistant will be expected to organize and track all aspects of more than fifty accreditation visits per year, prepare communications to support the visits, coordinate visit efforts among accreditation director staff, and manage volunteer visitors from member schools.

The assistant must possess superior organizational skills, be detail-oriented and self-motivated, be an effective and professional communicator, demonstrate exceptional interpersonal and customer service skills, and possess problem-solving and decision-making abilities. The assistant must have an ability to function fully in a team-oriented and team-driven process. The assistant must be proficient with Microsoft Word, Excel, Access, and Outlook. The Association prefers a candidate with a bachelor's degree in a relevant field and knowledge of theological education or higher education is desired. The position includes a generous salary and benefits package. The Association requests an electronic submission of a resume, a letter of application, references, and a writing sample to Mr. Chris Meinzer, Director, Finance & Administration at meinzer@ats.edu EOE