



**Position:** Administrative Assistant

**Location:** Montreat, NC

**Start Date:** Open

**Application Deadline:** Until Filled

**Summary:**

This full time, hourly position assists Dean and the Associate Deans with the daily operations of the Office of Academic Affairs.

Successful candidate will affirm and support the Mission, Vision, and Statement of Faith of Montreat College as found here: <https://www.montreat.edu/about/mission/>

**Duties/Responsibilities:**

- Provide general receptionist and clerical support for the Office of Academic Affairs
- Process expense and travel reports
- Coordinate event planning for Commencements, Opening Convocation, Honors Convocation, Executive Committee Retreat, and Faculty Workshops.
- Schedule and provide logistical support for academic meetings, including monthly Faculty Meetings
- Maintain the appointment calendar for the Vice President for Academic Affairs
- Administer end of course surveys in Moodle and assemble results
- Administer Graduating Student Exit Surveys and assemble results
- Compile data from academic departments for the Academic Affairs' Annual Report
- Assist in faculty hiring process, including managing application and scheduling interviews
- Compile and maintain faculty files and contracts
- Maintain faculty promotion and tenure spreadsheet, faculty rosters, and faculty committee assignments
- Maintain log of faculty absences and professional growth fund use
- Facilitate and track faculty submissions of documents such as syllabi and final exams
- Facilitate faculty orientation and compliance with institutional policies and procedures
- Create and distribute agendas for Executive Committee and Faculty Meetings
- Record minutes for Executive Committee meetings, Faculty meetings, and Academic Affairs Committee of the Board of Trustees
- Manage scheduling of Belk Conference Room
- Assist in preparation of monthly academic announcements
- Manage the listing of academic events on the master calendar and website
- Facilitate revision of faculty handbook, Academic Affairs' web pages, including the catalog pages
- Support the logistical and administrative Academic needs related to new student orientation for fall and spring
- Administer the Early Alert (Stoplight) Surveys with faculty to ensure timely response and help facilitate and support college retention and persistence efforts
- Manage table space in Dining Hall for employer relations and related recruiters to setup throughout school year in collaboration with the Thrive Center and Dining Services

- And other duties as assigned

**Qualifications:**

Seeking a welcoming, service-oriented person with proficiency in MS Office, especially Word, Excel, and Outlook. Must be a good communicator who is highly organized and detail oriented.

**Supervision:**

Reports to Academic Dean of the School of Arts and Sciences

**Education/Experience:**

Bachelor's degree preferred.

**Application Requirements:**

Candidates should submit a complete [application](#) a cover letter explaining how their training and experience are appropriate for this position, a resume, a personal statement of Christian faith, and the names and contact information for three professional references.

Submissions should be made electronically in pdf or Word format to:

Dr. Brad Faircloth, Academic Dean of the School of Arts and Sciences, at [bfaircloth@montreat.edu](mailto:bfaircloth@montreat.edu).

**About Montreat College:**

Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associates degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Satellite campuses in Asheville, Charlotte, and other sites supplement the main campus. The College is committed to Christ-centered teaching and learning, and is a member of the Council for Christian Colleges & Universities.