



**Position:** Administrative Assistant for Vice President for Student Life/Dean of Students (VPSL)

**Location:** Montreat, NC

**Application Deadline:** Until filled

**Summary:** The Administrative Assistant to the Vice President of Student Life is responsible for the daily operations of the Student Life Office and support of the Vice President of Student Life/Dean of Students role (VPSL). This full time, hourly position reports to the VPSL.

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/>

**Personal Qualities:** This person must be able to represent Montreat College and the VPSL in a professional and cheerful manner to multiple internal and external constituencies, must demonstrate a commitment to the mission of the college, be trustworthy, self-directed, flexible, able to work independently and with others, should communicate effectively and possess an aptitude for detail-oriented work.

**Duties/Responsibilities:**

- Provide general receptionist and clerical support for Student Life
- Maintain the appointment calendar for the Vice President of Student Life
- Coordinate logistical plans for Student Life related events including but not limited to staff retreat, mid and end of year celebration, and other events as needed
- Schedule and provide logistical support for Check-in/Move-in process (parking, student photo ID's, verification of contact information, and related detail)
- Manage college parking permit system and photo ID for students, guests, staff, and faculty
- Submit parking and all Student Life related fees to Financial Services
- Manage and Maintain Shuttle Driver schedule
- Organize, update, and manage Emergency Preparedness docs and organization as directed by Director of Campus Safety, VPSL and Student Life leadership team
- Serve as administrator delegating Catalyst case referrals to appropriate care area and alerting Student Life leadership team as needed
- Create and distribute agendas for Student Life Team Meetings
- Record and distribute minutes and agendas for Student Life meetings, Welcome Week meetings, and Emergency Preparedness, Committee of the Board of Trustees
- Compile and maintain student conduct records, update Catalyst records, and track trends related to participation and emergent themes
- Collect and maintain emergency contact information for all SAS students
- Maintain calendar and log of staff phone numbers, birthdays
- Coordinate Student Life personnel hiring processes, including collection of applications, scheduling interviews, and sending follow-up communication with candidates
- Manage scheduling of Belk Conference Room in coordination with Office of Academic Affairs
- Support the budget management process for all areas of Student Life, including VPSL expense reports
- Supervise office student worker(s)
- Assist the VPSL with facilitating revision of Student Handbook, including the related pages in the Academic Catalog, related calendar events, and Student Life web pages
- Perform other duties as assigned

**Qualifications/Expectations:** 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. Candidates must support the College's Christ-centered mission and faith statement.

**Education/Experience:** Bachelor's degree preferred.

**Application Process:** Interested 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. Daniel Bennett, Vice President for Student Life at [studentlife@montreat.edu](mailto:studentlife@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.