



Puritan Reformed

THEOLOGICAL SEMINARY

Executive Assistant

Qualifications

- Align with and advance the Seminary's commitment to providing biblical, Reformed, experiential, and practical theological education.
- Possess at least five years of experience supporting senior management, ideally within higher education or a nonprofit setting.
- Demonstrate exceptional customer service skills, emphasizing superior communication and the ability to engage effectively with internal and external stakeholders.
- Have a proven track record in managing processes and projects, strong problem-solving abilities, excellent organizational acumen, meticulous attention to detail, and a comprehensive grasp of the academic, financial, and general business landscape.
- Requires outstanding organizational and communication prowess, adept time management capabilities, the capacity to execute tasks autonomously, and the competence to juggle multiple assignments concurrently. Must be skilled in office software and maintain rigorous attention to accuracy and detail.

Key responsibilities include:

- **Managing Schedules:** Organizing and maintaining the executive's team calendar, scheduling meetings, and coordinating travel arrangements.
- **Communication Management:** Handling correspondence, including emails and phone calls, often acting as the first point of contact for the executive.
- **Document Preparation:** Drafting reports, presentations, letters, and other documents as required by the executive team
- **Meeting Coordination:** Planning and organizing meetings, including preparing agendas, taking minutes, and following up on action items.
- **Confidentiality:** Maintaining high confidentiality with all sensitive information related to the seminary and its operations.
- **Project Management:** Assisting the Chief of Staff in specific projects, ensuring deadlines are met and objectives are achieved.
- **Administrative Support:** Performing various administrative tasks, such as filing, copying, and managing databases.
- Reports to the President and serves the Office of the President (Academic Dean, Vice President, President) and Chief of Staff.

Applications with references can be sent by email to Dr. Marjolein (Jo) de Blois, Chief of Staff, at jo.deblois@prts.edu