

EXECUTIVE TO THE PRESIDENT AND LIAISON TO THE BOARD OF TRUSTEES
POSITION DESCRIPTION

GENERAL DESCRIPTION: The Executive to the President (referred to as “Executive”) plays a pivotal role in orchestrating the intricate administrative operations of the President’s Office, ensuring a seamless flow of information and collaboration with the President’s Council and the Board of Trustees. This individual not only plans and directs a spectrum of advanced and confidential administrative tasks but also navigates the complexities of executive demands with finesse and discretion. Such responsibilities call for an exceptional blend of strategic insight, polished communication skills, and a deep understanding of organizational policies and practices. Reporting directly to the President, the Executive stands as a crucial advisor and facilitator, skillfully managing the rhythm of leadership while cultivating an atmosphere of trust and efficiency within the office and throughout the Seminary.

ESSENTIAL FUNCTIONS:

1. The Executive plays a pivotal role in amplifying the leadership and decision-making capacity of the President. This position is key to managing a diverse array of executive-level projects and activities, ensuring that the President operates at peak efficiency.
2. As the primary aide to the President, the Executive serves as the main point of contact, acting as a vital liaison between the President and the senior leadership team, as well as with internal and external Seminary stakeholders. This role requires an acute attention to detail, particularly in coordinating the intricate details of the President’s calendar, travel arrangements, and meeting schedules, all while prioritizing the President's directives.
3. Confidentiality is paramount in this role. The Executive exercises judicious discretion, safeguarding sensitive information pertaining to Seminary administration and ensuring that communication with faculty, students, staff, the Board of Trustees, and other stakeholders remains secure and professional.
4. The Executive addresses complaints and inquiries directed to the President from a variety of constituents, including administrators, faculty, students, donors, and board members, effectively resolving issues that arise with a thoughtful approach.
5. In addition to administrative support, the Executive provides critical analytical assistance by gathering, synthesizing, and reporting information essential for operational decision-making, while also demonstrating compliance and transparency within the Seminary.
6. This role extends to aiding the Office of the President in the implementation of the Seminary's comprehensive Strategic Blueprint in collaboration with both internal and external partners. The Executive will support the implementation of the seminary's strategic directives ensuring a seamless strategic coordination of initiatives and tactical directives across various Seminary stakeholders.
7. The Executive is instrumental in managing the President’s strategic external engagement agenda, collaborating with other administrative offices to secure appointments and facilitate diligent follow-up.

8. Tracking strategic projects linked to the President's Office and the President's Council is also part of the responsibilities, wherein the Executive develops project plans and diligently follows up with responsible parties to ensure progress.
9. When preparing for Board of Trustees meetings, the Executive coordinates essential materials from the President and the Chair of the Board of Trustees, and various campus departments, as well as handling inquiries from board members. Additionally, they are responsible for scheduling meetings, crafting agendas, and documenting minutes for the President's Council meetings with accuracy.
10. The Executive plays a key role in planning and coordinating seminary-wide events, such as Opening Convocation, Baccalaureate and Commencement, weekly Community Forums, and various other receptions that may be held on campus or at the President's Residence. The Executive hires and oversees vendors and catering staff for these events.
11. With a focus on fostering collaboration across numerous offices and departments, the Executive provides unwavering support to the Office of the President. When applicable, they also oversee the President's Office student employees.
12. Provide administrative support to the Vice President of Business and Administration, the Griffith Theological Research Foundation, and the Atlanta Theological Association upon request.
13. This multifaceted role encompasses a variety of responsibilities, adapting to the dynamic needs of the President and Seminary administration as other duties are assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree and a master's degree preferred with five to eight years of executive administrative experience
- Proficiency in PC-based programs including but not limited to Office 365, Microsoft Word, PowerPoint, Excel, Outlook, and other proprietary administrative systems

KNOWLEDGE/ABILITIES/SKILLS REQUIRED:

- Able to work in and cultivate a team-oriented environment
- Demonstrated ability to maintain strict confidentiality
- Strong interpersonal, writing, and speaking skills
- Demonstrated ability to interact with a wide variety of individuals
- Knowledge of strategic development in higher education
- Sensibility for hospitality and attention to detail
- Ability to prioritize effectively, manage, and accomplish simultaneous goals
- Ability to work well under time constraints in a pressure environment
- Ability to exercise tact and discretion
- Detail-oriented
- Strong organizational skills

CLASSIFICATION:

- Full-time
- Exempt
- On-site only

PHYSICAL DEMANDS: ALTHOUGH PHYSICAL LIMITATIONS FOR THIS POSITION CAN BE ACCOMMODATED, THE JOB'S PHYSICAL DEMANDS CAN INCLUDE BUT ARE NOT LIMITED TO INTERMITTENT SITTING, STANDING, STOOPING, CROUCHING, WALKING, AND SOME LIGHT LIFTING. **WORK** IS PERFORMED CHIEFLY IN A CLASSROOM ENVIRONMENT.

DISCLAIMER: THE PRECEDING JOB DESCRIPTION HAS BEEN DESIGNED TO INDICATE THE GENERAL NATURE AND LEVEL OF WORK EMPLOYEES PERFORM WITHIN THIS CLASSIFICATION. IT IS NOT INTENDED TO CONTAIN OR BE INTERPRETED AS A COMPREHENSIVE INVENTORY OF ALL DUTIES, RESPONSIBILITIES, AND QUALIFICATIONS REQUIRED OF EMPLOYEES FOR THIS JOB.

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