



Calvary University is seeking an enthusiastic, ministry-minded professional to serve as our **Executive Administrative Assistant to the President**. Calvary's mission is to "...prepare Christians for life and service in the church and in the world according to a Biblical worldview..." and employees seek to integrate the day-to-day operations of each University department with this mission.

To apply, please send your completed [Staff Application](#) to Calvary University at humres@calvary.edu or fax to 816-331-4474 or mail to Calvary University, Attn: Human Resources, 15800 Calvary Road, Kansas City, MO 64147.

Job Title: **Executive Administrative Assistant to the President**

FLSA Status: Full-Time, Hourly, Non-Exempt with benefits

Reports to: University President

I. GENERAL EXPECTATIONS

Calvary University values employees who willingly collaborate with other employees and who perform their duties with excellence. Employees are expected to act in accordance with the employee handbook and may be required to attend off-campus events or participate in evening or weekend duties.

II. GENERAL REQUIREMENTS

Calvary University requires that all employees have a personal faith in Jesus Christ, demonstrate commitment to growth and maturity in Christ, agree unreservedly with Calvary University's statement of faith, and be active in a local church.

Candidates for this position should have effective organizational, administrative, interpersonal, and project management skills as well as the ability to maintain a high degree of confidentiality. Furthermore, candidates must possess a bachelor's degree, experience in administrative support, and advanced written and verbal communication skills.

III. PREFERRED CANDIDATES

Preference will be given to candidates who have experience as a senior administrative assistant in higher education settings as well as to those who have a master's degree in organizational administration or a related field.

IV. RESPONSIBILITIES

- Provide administrative and logistical support to the University President
- Coordinate with various departments by proofreading institutional documents
- Coordinate President's calendar and travelling schedule
- Represent President in various committees
- Manage correspondence on behalf of the President
- Act as secretary by scheduling, creating agendas, taking minutes, and maintaining records of the following:
 - University Faculty and Staff meetings
 - Board of Trustees meetings
 - President's Advisory Council meetings
 - President's Cabinet meetings