



PENTECOSTAL

THEOLOGICAL SEMINARY

a Church of God ministry

Assistant to the Director of the Center for African Descent Studies (CADS)

Job Posting

The Pentecostal Theological Seminary announces the following part-time position (20 hours/week). The compensation for this position will be discussed during the interview process.

To Apply:

Please submit an application and resume to jterpstra@ptseminary.edu. The application will be forwarded via email when the resume is received. The office is located at the Pentecostal Theological Seminary, 900 Walker Street NE, Cleveland, TN 37311.

Review of applicants will begin immediately and continue until a candidate has been selected. Interviews will begin for qualified applicants as applications are received and the position will be open until filled. If you are selected to take part in the interview process, you will be contacted and provided instructions for the interview.

Essential Functions:

- Provide office support services to ensure efficiency and effectiveness within the CADS
- Receive, direct, and relay telephone messages
- Assists and represents the Director in meetings when needed
- Effects the day-to-day operations of the Center in line with the vision and mission of the Center
- Schedules meetings, appointments, and special events as needed
- Make preparations for CADS board, committee and/or faculty meetings
- Maintain the general filing system and file all correspondence
- Respond to public inquiries
- Provide word-processing and secretarial support
- Provides general support to CADS students, faculty, and those interested in the program
- Perform other related duties as required
- Performs other duties as assigned by the Vice-President for Academics

Required Education and Experience

- Undergraduate degree or equivalent work experience
- Familiarity with record-keeping procedures

Preferred Education and Experience

- Bachelor's degree in Business Administration
- Minimum of five years of working experience in an administrative position
- General knowledge of academic regulations

Pentecostal Theological Seminary is an equal opportunity employer and does not discriminate in provision of its education and employment programs and services on the basis of race, color, national or ethnic origin, sex, pregnancy, disability, age or covered veteran status. PTS participates in the E-Verify program.

As a denominationally sponsored institution, the Pentecostal Theological Seminary is fully committed to the spiritual, doctrinal, and ethical emphases of the Church of God and is firmly dedicated to serving and training its ministry. PTS employees are expected to commit to the absolute authority of Scripture and the Holiness-Pentecostal interpretation of the Christian faith as set forth in the Declaration of Faith of the Church of God and conduct their lives in alignment with those provisions. Employees must be in agreement with the Church of God Declaration of Faith, and the Doctrinal and Practical Commitments.