

Administrative Assistant to the Dean of St. Tikhon's Orthodox Theological Seminary

Primary responsibility of the administrative assistant is to the dean of the seminary – assisting with his schedule, communications, and other administrative needs. Daily activities may include administrative, hospitality, and light housekeeping duties. Position is full time. The assistant performs the following duties:

- Greets visitors and make them feel welcome
- Manages the dean's schedule
- Manages incoming / outgoing phone, e-mail, and postal communications
- Drafts letters and e-mails on behalf of the dean and other administrators
- Arranges accommodations in the seminary guest rooms and dorm for seminary guests
- Produces and arranges materials for various seminary events and meetings
- Makes photocopies and sends class-related e-mails for the rector's classes
- Orders office supplies
- Waters plants, keeps staff kitchenette tidy, other light housekeeping
- Performs other duties as assigned

Contact Katherine at katherine@stots.edu or 570-561-1818 x101 for more information or to send a résumé.