



**LOUISVILLE
SEMINARY**

1044 Alta Vista Road
Louisville, Kentucky 40205-1798

www.lpts.edu
502.895.3411 | 800.264.1839

LOUISVILLE PRESBYTERIAN THEOLOGICAL SEMINARY

Seeking Administrative Assistant for Black Church Studies and Doctor of Ministry Programs

Louisville Seminary is seeking a high-functioning, competent, mature individual to provide administrative support for the Office of Black Church Studies and the Doctor of Ministry program. Candidates must be personable, have excellent communication and grammatical skills, and be proficient in Microsoft Office software (especially Word and Excel). They should be able to handle a large volume and a great variety of work in an accurate and timely manner and be receptive to changing responsibilities and new challenges.

Responsibilities of the position include preparing, distributing, documenting, and filing correspondence; receiving and directing telephone callers; maintaining and tracking budgets and processing billing; maintaining confidential student files and administrative files; scheduling meetings and taking minutes; coordinating various processes with other offices; assisting with travel arrangements; and helping with logistics and oversight of special events.

A high school diploma as well as three years administrative experience are required. Two years of college or business school or equivalent are desirable. The position offers an excellent salary and benefits package, a collegial atmosphere, and a smoke-free environment. Louisville Seminary strives to be a multicultural and anti-racist place of learning and living. We are an Equal Opportunity Employer.

Send digital copies of resume and cover letter by July 31 to Ms. Jean Newman in the Office of the Dean, at jnewman@lpts.edu.