

Position description

Position: **Executive Assistant to the Principal**

Reports to: Principal

Start Date: From 15th August 2023

Hours: 0.6 to 0.8 FTE

Organisational context

Whitley College is the Baptist College of Victoria and is a Theological College within the University of Divinity. Whitley College is a leading provider of high-quality theological education through a comprehensive range of diplomas and degrees, professional development opportunities, advanced research programs, and innovative and flexible training initiatives.

Primary objectives

The Executive Assistant is responsible for providing executive assistance to the Principal, maintaining effective administrative processes to support the executive leadership of the College, and providing liaison with external service providers and contractors (IT, HR, professional, and legal).

Key responsibilities:

1. Providing executive assistance to the Principal regarding the overall strategic leadership of the College and related projects.
2. Assisting the Executive of the College in its leadership of the College, prepare and collate agenda items and keep records of meetings and follow up of procedures and decisions.
3. Assisting the College Council in its oversight of the College, prepare and collate agenda items in consultation with the Principal and Council Chair, and keep records of Council meetings and decisions made.
4. Developing and maintaining effective administrative processes to enable streamlined operations across the executive leadership of the College.
5. Provide the main point of liaison between staff and the College's IT service providers.
6. Provide management in the organisation of Whitley-hosted conferences and symposia in conjunction with the Events team.

Key skills, knowledge & experience:

- Commitment to the values and goals of Whitley College.
- Experience in providing executive and administrative support to senior leadership in an organisation.
- Experience working in, and/or demonstrated understanding of university, academic and/or theological contexts.
- Demonstrated ability to manage competing demands in a positive, efficient manner.
- Demonstrated ability to manage strategic projects with a high level of complexity.
- Demonstrated ability to combine managerial tasks in the areas of facilities, IT, HRM and communications.
- Capability and willingness to take initiative as appropriate and demonstrate a proactive approach to undertaking tasks.
- Demonstrated skills in the effective, efficient use of a range of computer software packages, including Microsoft Office suite (Word, Excel, Powerpoint, Outlook), and other information management systems.
- An ability to work independently with minimum supervision within the context of a small team environment.
- Highly developed interpersonal skills and a helpful and professional manner supporting the ability to communicate effectively, clearly and sensitively with a diverse range of people.
- Have a good sense of humour.

How to Apply:

For further information, please contact Rev Associate Professor Darrell Jackson:

djackson@whitley.edu.au

To submit an application, please forward a cover letter with your resume (must include two referees of former employers) to whitley@whitley.edu.au.

Applications close at 5:00pm on Friday 18th August.