



# ACADIA

## DIVINITY COLLEGE

Acadia Divinity College is an evangelical seminary located on the campus of Acadia University in Wolfville, Nova Scotia, Canada, offering Bachelor of Theology, Master of Divinity, Master of Arts (Theology), and Doctor of Ministry degrees. Courses are taught on the main campus as well as at extension sites in Halifax, Truro, New Brunswick, and Amsterdam.

Acadia Divinity College is governed by a Board of Trustees appointed by the Convention of Atlantic Baptist Churches. It is an accredited seminary of the Association of Theological Schools in the United States and Canada. The College is certified by the Canadian Council of Christian Charities.

### THE OPPORTUNITY

Acadia Divinity College seeks a full-time (35 hours / week) **Academic Assistant to the Academic Dean and Administrative Assistant to the Registrar.**

This is a new position that will support the academic program of Acadia Divinity College and assist in providing a positive experience for current and prospective students.

The incumbent must demonstrate the capacity to manage a wide variety of tasks while engaging in the planning and management of academic systems, and implementing frameworks of support for students. The current environment is demanding the development of innovative approaches to theological education.

Other responsibilities include:

- Assist in developing administrative systems that ensure greater efficiency and service and that progress the work of the College
- Draft documents to support curriculum development
- Provide administrative support, including regular contact with prospective and current students
- Develop and maintain statistics and databases for reporting needs
- Manage the flow of information and inform applicable individuals and / or make applicable changes in various documents
- Assist with the student registration process, keeping track of registration forms and transcripts
- Assist with organizing annual student events

### THE CANDIDATE

We are seeking a candidate who has completed a recognized program (Bachelor degree or diploma) in either office or business administration, combined with a minimum of five years of related work experience.

The candidate shall be someone who:

- Provides excellent customer service through strong communication (both written and verbal) and interpersonal skills.
- Works to a high level of accuracy, maintains confidentiality, and is flexible to regularly changing priorities when necessary.
- Is a highly motivated self-starter and takes initiative with minimal supervision.

Applicants must be highly proficient in the use of Microsoft Office applications, specifically Word and Excel.

Preference will be given to those with:

- Experience working within an educational institution
- Experience working with databases and statistics

### THE REWARDS

Acadia Divinity College offers a competitive salary in addition to a comprehensive benefit package. Salary will be based on qualifications and experience.

Qualified candidates wishing to be considered for this position should send a letter of application and resume to:

Eveline DeSchiffart  
Acadia Divinity College  
15 University Avenue  
Wolfville, Nova Scotia B4P 2R6  
[eveline.deschiffart@acadiu.ca](mailto:eveline.deschiffart@acadiu.ca)

Deadline for applications is  
**Tuesday, September 22, 2015.**

Proposed start date is  
**Tuesday, October 13, 2015.**

A detailed job description is available upon request.

For further information about Acadia Divinity College, visit [www.aciadiv.ca](http://www.aciadiv.ca).

Applicants must be able to enthusiastically endorse and personally support the mission and affirm the theological position of the College. We make every effort to hire exceptional individuals. Canadians and permanent residents will be given priority. *We thank all applicants in advance, and advise that only those invited for an interview will be contacted. The College reserves the right not to fill this position.*