

# CENTRAL CHRISTIAN COLLEGE OF KANSAS

## POSITION ANNOUNCEMENT: GRADUATE ADMINISTRATIVE ASSISTANT

### VISION, MISSION, AND PURPOSE

Central Christian College of Kansas is a mission driven institution committed to providing a Christ-Centered Education for Character. As such, Central Christian seeks like-minded individuals, committed to Christian Service and Discipleship, in order to sustain a campus community focused on our vision to provide a transformative educational experience, rooted in Christ, to any person desiring to become a faithful steward of heart, mind, soul, and strength.

Founded in 1884, Central Christian College of Kansas maintains a residential program in McPherson, Kansas, though its mission extends much further through its online and graduate programs. CCKK is affiliated with the Free Methodist Church of North America and welcomes all students regardless of gender, race, ethnicity, disability or economic status. In the same way, Central Christian recognizes the benefits of maintaining a diverse faculty and staff, representing the creativity of a loving and innovative God, and who can provide a wide spectrum of perspectives and experiences. We specifically encourage inquiries from candidates from racial and ethnic backgrounds that are currently underrepresented on our faculty and staff.

### SUMMARY DESCRIPTION

Central Christian College offer assistantships to help graduate students develop professional skills including leadership, interpersonal effectiveness, and performance evaluation. The **Graduate Administrative Assistant** will report directly to the Program Director providing organizational and administrative support. This includes implementing and communicating policies and procedures. Responsibilities typically include communication between the Director's office and the Chief Academic office as well as various institutional divisions and offices relating to administration, fiscal, operational, academic and, personnel procedures. Prospective Graduate Assistants must be fully enrolled into a degree seeking graduate program to be eligible for employment with Central Christian College.

This is a part-time position, serving as a non-exempt 12-month graduate assistant (20-29 hours/week). Compensation is based on the following:

Tuition	Compensation (over 12 months)	
	Non-Housed	Housed (w/meals)
100%	\$400/Month	\$300/Month

As a member of the Association of Free Methodist Educational Institutions and recognizing that College's commitment to its vision and mission, all employees are required to affirm of the College's evangelical statement of faith and lifestyle expectations. The applicant should consider the missional perspective of the College, before applying (<https://www.centralchristian.edu/about/>).

Additional requirements include:

- Bachelor's degree and seeking a graduate degree at CCKK.
- Maintain an active and growing personal relationship with Jesus Christ, which is aligned with the doctrinal position of CCKK, through a lifestyle of ministering and serving others
- Must be accurate and pay close attention to detail; Familiarity with on-line computer systems
- Strong written and verbal communication skills
- Good interpersonal skills
- Work irregular and flexible hours

Interested candidates should submit a cover letter describing their interest in the position and qualifications for this specific position, a resume or curriculum vitae, statement of faith, and the contact information for two professional references and one character reference (include phone and email). **All applications and nominations will be considered highly confidential.** All nominations and applications should be mailed electronically to [katherine.potter@centralchristian.edu](mailto:katherine.potter@centralchristian.edu) . The position will remain open until filled.

Central Christian College of Kansas reviews all applications and hires individuals based on their qualifications for the position. Therefore, the College does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, marital status, parental status, or military or veteran status. As a Christian college, affiliated with the Free Methodist Church of North America, Central Christian College of Kansas asserts its right to employ persons who subscribe to the intent, mission, Statement of Faith, and Core Values of the College, as well as the lifestyle expectations articulated in the Free Methodist Book of Discipline (Para. 3000-3430; 2011).