

CENTRAL CHRISTIAN COLLEGE OF KANSAS

POSITION ANNOUNCEMENT: EXECUTIVE ASSISTANT TO THE PRESIDENT

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

The Executive Assistant to the President provides confidential administrative support that requires a thorough knowledge of College policies, procedures and operations. The Executive Assistant exercises initiative and independent judgement in managing the President's schedule and daily activities related to the Office of the President, ensuring effective, efficient and professional service. This position serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the President and serves as a liaison to the senior leadership team and Board of Trustees. The Executive Assistant serves as the functional Chief of Staff.

This is a staff position, serving as an exempt 12-month employee. The salary is based on credentials and experience. A generous complement of benefits is offered, including health insurance, vacation, personal time, retirement plan contributions, and tuition remission for the employee and his or her dependents. Beyond those measurable benefits, CCKK is a great place to work, with dedicated faculty and staff serving with whole hearts, shaping the next generation of Christian leaders.

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 or higher with a record of excellent administrative support and organizational skills. Preference for established record of managerial effectiveness including clerical skills, customer service management, multitasking, and time management
- Proficiency in several areas such as word processing, database management, interpersonal interaction, and office management
- Strong commitment to partnering with students, faculty, staff and external constituencies
- Proven ability to handle complex and sensitive functions with discretion is desirable, along with experience working largely unsupervised and being entrusted with making important decisions with minimal input or direction.
- Possess a lifestyle of Christian integrity and maturity in alignment with the faith perspective and core beliefs of the institution.

Full job description at: www.centralchristian.edu/employment

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. 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).