



## **IMMEDIATE JOB OPENING**

Missio Seminary has an **immediate** opening for an  
Office Administrator at our Philadelphia Location

The office administrator will serve as the general administrative support for the seminary as well as other duties and responsibilities as listed below. This is a part time position.

### **QUALIFICATIONS**

- A person of maturing Christian faith
- Committed to Missio's mission and vision
- Personal and professional integrity
- Excellent oral and written communication skills
- Ability to work as a member of the team
- Able to prioritize and complete several projects simultaneously to meet required deadlines
- Detail-oriented
- Computer skills, particularly with Microsoft Office products

### **RESPONSIBILITIES:**

#### **Community Engagement:**

- Provide general administrative support to the seminary
- Assisting students as needed
- Presence on campus during class hours
- Greeting guests, tour of classrooms, library, etc.
- Assist President as needed

#### **Site Management:**

- Onsite monitoring of facility and communication/follow up with repairs and maintenance issues
- Monitoring and light cleaning of classrooms (trash removal) and communal campus spaces
- Supply management
- Library – current maintenance until DTL
- Mail collection and distribution and Bank deposits

This is a part-time (up to 14 hours per week) position. Tuesday and Thursday preferred.

For a full job description contact [careers@missio.edu](mailto:careers@missio.edu)

**If interested, applicants should email:**

Bea Barkley, Director of Operations  
[careers@missio.edu](mailto:careers@missio.edu)