



ACADIA

DIVINITY COLLEGE

THE OPPORTUNITY	THE CANDIDATE	THE REWARDS
<p>Acadia Divinity College seeks a full-time (35 hours / week) Receptionist and Building Manager.</p> <p>The incumbent will be responsible for receiving visitors, calls, and correspondence and providing informed responses to inquiries and referrals as appropriate. S/he will also be responsible for the smooth functioning of the Front Office, ensuring sufficient office supplies and distribution of mail. S/he will also support the processing of donations.</p> <p>The incumbent will be responsible for providing administrative support to visiting lecturers, including photocopying course materials and coordinating travel arrangements. S/he will also provide administrative support for the Mentored Ministry Program.</p> <p>The incumbent as Building Manager will be responsible for coordinating repairs and maintenance of the College building as well as overseeing student security personnel and student building assistant.</p>	<p>The candidate must:</p> <ul style="list-style-type: none"> • demonstrate exceptional customer service both internally and externally, and clearly communicate. • have excellent interpersonal skills. • be friendly, outgoing, self-motivated, reliable, and work well both independently and as a team player. • possess excellent administrative skills with demonstrated effectiveness in organizing and prioritizing their work. • work to a high level of accuracy, maintain confidentiality, and be flexible to regularly changing priorities when necessary. • take initiative and direction as necessary. • have completed a recognized program in either office or business administration, combined with a minimum of five years of related work experience. • be able to enthusiastically endorse and personally support the mission and affirm the theological position of the College. <p>Applicants must be highly proficient in the use of Microsoft Office applications, specifically Word and Excel.</p> <p>Preference will be given to those with experience working within an educational institution.</p>	<p>Salary: Based on qualifications and experience.</p> <p>Qualified candidates wishing to be considered for this position should apply through Career Beacon, sending:</p> <ul style="list-style-type: none"> • Cover letter • Resume • Names of three references (including contact information) <p>Review of applications will begin October 29, 2018.</p> <p>For further information about Acadia Divinity College, visit www.acadiadiv.ca.</p>
<p>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, New Brunswick and online. Acadia Divinity College is governed by a Board of Trustees appointed by the Canadian Baptists of Atlantic Canada. 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.</p> <p>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.</p>		