

**Position:** Academic Coordinator/Administrative Assistant

**Department:** School of Religion

### **Description**

Hampton University School of Religion invites nominations and applications for Academic Coordinator in the School of Religion.

Founded in 1868, Hampton University is a leading historically black university (HBCU) located on the Virginia Peninsula in the City of Hampton. It is privately endowed, co-educational, nonsectarian institution.

Hampton University Online offers access to high quality, asynchronous degreed programs spanning from certificate credentialing to Doctoral degrees. Our faculty bring diverse experiences from their academic and professional backgrounds to ensure students receive an education that prepares them for global opportunities. We are committed to the promotion of learning, the development of character, the creation of knowledge, and service to society. HU Online currently offers the Associate of Arts, Bachelor of Arts, Master of Arts, and Master of Divinity Degrees. We are anticipating offering the Doctor of Ministry and the Doctor of Philosophy degrees beginning in January 2024. The objectives of the School of Religion degree programs are to: 1) prepare men and women for excellence in pastoral leadership, theological scholarship, and community service and 2) provide students with opportunities to acquire and cultivate a specific body of specialized knowledge that will prepare them to become leaders in the church, community and the academy.

### **Duties and Responsibilities**

- Serves as cohort and student support specialist for all degree programs and reports to the Dean of the School of Religion.
- Contributes to the overall mission of the School of Religion providing essential administrative and academic student support services.
- Assists in coordinating course scheduling for graduate and undergraduate programs.
- Manages and updates class schedules and maintains course registrations during open enrollment periods using university systems.
- Acts as a liaison to help communicate student needs to leadership and provides student services such as orientations, workshops, events, resource distribution, and financial aid assistance as needed.
- Serves on the team of initial contacts for students exploring programs in theology and religion through the application process, interviews, campus visits, inbound calls, and email inquiries as needed.
- Completes routine office work and reports related to recruitment, projections, personal schedule, travel, special programs, and professional development.
- Participates actively in the life of the School of Religion and Hampton University and perform other duties as assigned by the Dean of the School of Religion.

### **Qualifications:**

An equivalent combination of education and experience will be considered with the following required skills and abilities:

- Proficiency in Microsoft Office Suite including MS Word and MS Excel and the ability to use web-based computer applications such as Zoom, Microsoft Teams, OneNote
- Demonstrated ability to work as a team player and proactively interrelate across multiple leadership levels and departments
- Demonstrated ability to anticipate and identify problems, obstacles and opportunities and take decisive action to address them while adhering to timelines and deadlines
- Strong organization and time management skills, with proven ability to manage multiple projects and concurrent tasks.
- Excellent written and verbal communication skills with acute attention to detail Ability to work independently with minimal supervision.
- Excellent interpersonal skills along with the ability to effectively interact with a diverse population of students, staff, faculty, and administrators.

### **How to Apply**

Review of applications begins immediately and will continue until the position is filled. For an initial review, applicants should submit a curriculum vitae and a cover letter electronically to [debra.haggins@hamptonu.edu](mailto:debra.haggins@hamptonu.edu). If selected for further processing additional application documents will be requested.