



# Job Posting

Position	Department	Reports to	FTE	FLSA Class
Executive Assistant	Business Office	CFO / COO	.60	Non-Exempt

Grace College and Seminary makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Grace College and Seminary is a Christian religious-affiliated organization and, as such, is permitted religious exemptions set forth in Title VII of the Civil Rights Act of 1964.

## Essential Responsibilities:

(These essential responsibilities are those the individual must be able to perform unaided or with the assistance of reasonable accommodation)

1. **Provide comprehensive administrative support to the CFO**, including managing various tasks to enhance efficiency, preparing correspondence, forms, and reports, organizing meetings and schedules, making travel arrangements, composing routine communications, handling confidential documents, maintaining both electronic and physical filing systems, tracking deadlines, and recording meeting minutes as required.
2. Conducting research, gathering data and statistical reports, and maintaining information using a variety of sources.
3. Serve as administrator for Grace accounts on procurement accounts such as Staples, Amazon, and Egencia for corporate travel.
4. Assist with the management of legal contracts of the institution.
5. Manage the institutions property and casualty and auto insurance including the preparation of insurance forms, handling claims, preparing RFP for insurance coverage and maintain a master list of all insurance coverage. Assist human resources with worker's comp insurance as needed. Assist department of information technology with cyber insurance forms and processing.
6. File and manage tax exempt status forms and regulatory needs.
7. Prepare state registration filings and questionnaires.
8. Maintain property records.
9. Assist with the development of policies and procedures.
10. Other duties as assigned by the CFO/COO.

## Secondary Responsibilities:

(These are responsibilities that may be delegated in order to make reasonable accommodation for an employee)

1. Assist with travel arrangements for president as needed.
2. Greet/direct visitors to executives in the Office of the President.
3. Provide support as needed to direct reports of CFO/COO.
4. Support the president's office suite by ordering supplies, organizing social gatherings, etc.

## Supervisory Responsibilities:

Student Level-Direct/assign duties to student assistants in the office of the president.



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## Qualifications:

### Minimum:

#### A. Minimum:

1. Associate's degree in business or a related field. Consideration given for work experience.
2. Proficient in the use of the Microsoft Word, EXCEL, Power Point, and Google Suite of products (Gmail, Google drive, Google docs and Google sheets) and Calendar management.
3. High level of professionalism, tact, discretion, and judgement in interaction with faculty, staff, public and outside business leaders, thus having excellent customer service and interpersonal skills.
4. Able to understand, create, and present information in forms, tables, and spreadsheets.
5. Proven ability to deliver effective results under tight deadlines.
6. Excellent written and verbal communication skills.
7. Minimum of three years' experience providing administrative support to senior executives or administrators in an academic or corporate setting.
8. Desire to join and contribute to the Grace community.
9. Strong Christian faith, commitment and volunteer service experience.

#### B. Preferred:

1. Bachelor's Degree in business or a related field
2. Minimum of five years' experience providing administrative support to senior executives or administrators in an academic or corporate setting.
3. Knowledge of not-for-profit / fund accounting.
4. Microsoft Excel Certification.

**Status: Part-Tim, Non-Exempt**

**A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to [employment@grace.edu](mailto:employment@grace.edu).**

**Posted: 2/20/2026**