EMPLOYMENT OPPORTUNITY

AC-SPE Program Assistant - St. Stephen’s College, University of Alberta Campus
Part time (7.5 hours/week)
Term: 16 months (Sep 2019-Dec 2020; start date to be negotiated)
Salary: $20.00/hour

POSITION OVERVIEW
A part-time Administrative Assistant to the AC-SPE Program Coordinator at St. Stephen’s College. This position primarily assists the coordination and implementation of the initiatives of the Alberta Consortium for Supervised Pastoral Education (AC-SPE). The position is 0.2 FTE (7.5 hours/week).

Primary Functions
The AC-SPE Program Assistant functions on a part-time basis to:
- Facilitate the Intake of new CPE Students, including
  - Managing all CPE student inquiries
  - Receiving and organizing of electronic files
  - Scheduling and coordination of interviews
  - Maintaining applicants’ files and distributing to interviewers
  - Assisting with the onboarding of new students
- Maintaining student files
- Assist the AC-SPE Program Coordinator through the process of CASC accreditation review
- Preparing agendas, minutes, and schedules for the meetings of the AC-SPE steering committee, Alberta Supervisor-Educators, and Accreditation Committee
- Maintain AC-SPE electronic documents on Google Drive
- Coordinate content for the AC-SPE web presence (eg., AHS CPE website)
- Receive AC-SPE receipts and prepare invoices for payment from the AC-SPE
- Coordinate CPE student and program evaluations
- Oversee and distribute the AC-SPE Electronic Newsletter (including solicitation of materials, preparation, editing, and formatting).
- Work with the Supervisor-Educators to create CPE educational presentations
- Edit and maintain CPE related forms

Qualifications and Skills
- High School Diploma; postsecondary certificate, diploma, or degree is preferred (such as a Diploma in Business Administration or Office Assistant Certificate, or equivalent)
- Two to three years of related experience, preferably in either educational, spiritual care, and/or healthcare environments
- Computer proficiency using MS Office applications, the Google suite, Adobe Connect, and other software
- Experience taking minutes during meetings
- Excellent organizational skills to aid and maintain a program in keeping with CASC/ACSS Standards for Spiritual Care Supervisor-Educators and the uniqueness of AC-SPE program offerings.
- Excellent communication skills, to facilitate complexities of communication between and among academic, clinical, and organizational contributors to the AC-SPE; this includes partners in the following fields: (a) CASC/ACSS Supervisor-Educators, active and emeritus, (b) St. Stephen’s College faculty and staff, (c) academic partners in Alberta’s graduate Theological Colleges affiliated with the AC-SPE, (d) Spiritual Care leadership within Alberta’s Health Systems and other agencies where CPE students are placed, and (e) the Alberta Steering Committee for Supervised Pastoral Education.
- Ability to work efficiently without frequent direct supervision, and to prioritize multiple tasks
- Awareness of, and essential agreement with, the Mission and Values of both St. Stephen’s College and the Alberta Consortium of Supervised Pastoral Education.

St Stephen’s College is a theological college located in Edmonton, Alberta, on the main campus of The University of Alberta. The College is primarily oriented toward graduate theological education; however also offers undergraduate and graduate University of Alberta courses. St. Stephen’s College hires on the basis of merit. We are committed to the principle of equity and inclusiveness in employment. We welcome diversity and encourage applications from all qualified persons, regardless of race, creed, gender, age, or sexual orientation.

Free parking provided on campus; close to bus route at Hub Mall.

We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted.