



HTE Student Assistant

Department: History/Theology/Ethics (HTE) Student Assistant

Supervisor: Joe Liechty

FTE: or Hours: 5-10 hours

Pay: 10.60

Anticipated start date: January 2023

Application review begins immediately and will continue until the position is filled.

Summary: The HTE department student assistant's role is intended to help the department faculty perform their jobs well and run smoothly as a department. This student will be present at all departmental meetings and create agenda and minutes. The role will also include some general organizing and administrative tasks. Periodic help with classroom and research tasks for department faculty may also be part of the role.

Responsibilities and duties:

- Help to create/send an agenda for department meetings
- Attend department meetings and take minutes; after approval send minutes to the Academic Dean
- Maintain records in the department shared folder
- Help plan department social events
- Assist department faculty in other tasks as needed: preparing items for classes, research assistance, finding resources, compiling bibliographies

Qualifications and skills:

- Ability to appropriately navigate cultural differences and other diversity
- Commitment to undoing racism and/or similar initiatives required
- Good writing skills, including the ability to take effective minutes and
- Knows how to type and edit/organize Google/word documents and files
- Ability to finish tasks in a timely manner as requested by chair or other faculty
- Takes initiative in offering assistance

Hiring policy

Commitment to Anabaptist Mennonite Biblical Seminary's mission and support of its Anabaptist and ecumenical vision are essential. AMBS does not discriminate against employees or candidates for employment on the basis of race, sex, color, national origin, age, disability, sexual orientation, gender identity, or any other legally protected status.

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HR or Student Services Internal Note

Date description was written/updated: {Add this date to complete the description}