



LUTHER CLASSICAL COLLEGE

2300 Hickory St • Casper, WY 82604 • (307) 216-5294

Job Title: Executive Assistant

Synopsis: Luther Classical College seeks a part-time Executive Assistant to support the work of the President and perform various administrative and clerical tasks.

Start Date: November 15, 2024

Location: 2400 Hickory St
Casper, WY 82604

Reports to: President

Compensation: Compensation is commensurate with education and experience.

Time Commitment: This position is part-time, not to exceed 19 hours per week. The position is expected to transition to full-time status in the future, with a competitive benefits package (including health and retirement benefits as well as continuing education funds and tuition waivers for dependent children).

Travel Required: No travel is required for this position.

Institutional Mission Statement:

Luther Classical College educates Lutherans in the classical, Lutheran tradition and prepares them for godly vocations within family, church, and society, fostering Christian culture through study of the best of our Western heritage.

Job Description:

The Executive Assistant supports the President of LCC by organizing his schedule, booking travel arrangements, scheduling meetings, recording minutes, fielding phone calls and requests, receiving and processing communications, and performing other clerical tasks. The Executive Assistant also functions as assistant to the Academic Dean and may be asked to support other members of the LCC leadership team from time to time.

Minimum Qualifications:

- A member in good standing of a Lutheran Church—Missouri Synod congregation who is committed to the mission of Luther Classical College. (A current member of a congregation of another confessional Lutheran synod should state an intention to join an LCMS congregation upon commencement of duties.)
- Experience in administrative/secretarial work and record keeping.
- Detail-oriented individual capable of following specific instructions.
- Ability to work efficiently while producing accurate results.
- Ability to remain organized while working in a fast-paced environment.
- Ability to be productive while working independently with limited supervision.
- Highly proficient in the use of Microsoft Office Suite (Excel, Word, Outlook, PowerPoint).
- Strong interpersonal communication skills.
- Comfortable serving as liaison to partner organizations.
- Superior skills in written communications, typing proficiency, proofreading, and document preparation.
- Comfortable multi-tasking.
- Willing to work outside of regular business hours on occasion (with advance notice and by mutual agreement).
- Willing flexibility to meet the demands of a fast-paced and rapidly growing organization.

Additional Desired Skills/Experience:

- Bachelor's degree.
- Previous professional experience as a secretary or receptionist preferred.

Duties/Responsibilities:

- Support *Institutional Objective 3*: “To instill in the rising generation of Lutherans the priority of Christian marriage, family, and piety, through instruction in the doctrine of vocation and **the living examples of faculty, staff, and administrators.**”
- Receive and process incoming phone calls, email, regular mail, and other communications.
- Receive packages and deliveries for LCC and ensure they are distributed to the correct departments.
- Send out letters and other mailings as directed by LCC leadership.
- Receptionist tasks such as responding to phone calls and emails in a timely manner.
- Conduct brief tours of LCC facilities for guests on occasion.
- Manage the President's schedule and keep track of his appointments.
- Book travel arrangements for the President.
- Record meeting minutes of the Cabinet and staff.
- Draft emails, letters, and other communications as directed by the President and other members of LCC leadership.

- Help maintain accurate recordkeeping and file storage in accordance with LCC policies.
- Help fulfill the duties of the Chief Administrative Assistant when she is absent.

Criteria for Success:

The successful candidate will:

- Be familiar with and passionately support the unique mission of Luther Classical College (<https://www.lutherclassical.org/about>) and the curriculum it offers (<https://www.lutherclassical.org/curriculum>).
- Display strong ability in the prioritization of tasks to maximize efficient use of time.
- Demonstrate the ability to maintain positive relationships and collaborate with other staff.
- Display a willingness to accept and follow directions and instructions.
- Maintain a high level of organization in the workplace.

Application Instructions:

1. Applications will be considered in the order received and held, at the discretion of Luther Classical College, until a suitable applicant is found.
2. Please send a cover letter and résumé to:

William Gottwalt
Business Manager
Luther Classical College
2300 Hickory St
Casper, WY 82604
307-216-5294
william.gottwalt@lutherclassical.org

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