

Position Description

Position Title: Executive Assistant to the Provost
Department: Office of the Provost/Academic Affairs
Reports to: Provost
Status: Full-Time, Non-Exempt
Called Position: No
Revised: March 2026

Position Summary:

The Executive Assistant to the Provost plays a vital role in the daily operations of the Office of the Provost and supports a wide range of academic and administrative functions. This position ensures compliance with academic policies, supports institutional accreditation efforts, and coordinates academic events and communications. The role requires exceptional attention to detail, proactive planning, strong organizational skills, and the ability to manage sensitive information with the highest level of confidentiality and professionalism.

The Executive Assistant also serves as a trusted partner to the Provost, providing high-level administrative and operational support. This role requires a self-starter, sound judgment, the ability to anticipate needs, and the capacity to coordinate complex projects and communications on behalf of the Office of the Provost

PRIMARY RESPONSIBILITIES

Compliance and Records Management

- Maintain and monitor faculty personnel files to ensure compliance with institutional and accrediting body standards.
- Oversee faculty credentialing and Ministry Certification documentation, ensuring accuracy and completeness.
- Maintain records of faculty achievements, publications, and professional milestones.
- Track and archive course syllabi each term to support compliance and institutional recordkeeping.
- Maintain and update the Faculty Handbook in collaboration with the Provost and faculty leadership.

Accreditation Support

- Assist in gathering, organizing, and maintaining documentation for institutional and programmatic accreditation.
- Support the development of accreditation reports and self-studies in coordination with academic leadership.
- Compile select academic metrics and institutional data for reports to leadership.

Academic Event Coordination

- Coordinate logistics and communication for major academic events, including:
 - Undergraduate Research Symposium
 - Commencement
 - Honors Convocation
 - Opening Service
- Collaborate with campus partners to ensure accurate planning and successful execution of all event components.

Faculty and Employment Agreements

- Prepare faculty overload and adjunct faculty contracts for traditional undergraduate courses.
- Assist with Divine Call preparation materials in coordination with the Provost, Human Resources, Synod Liaison Campus Pastor, and appropriate deans.
- Track and manage timelines for adjunct renewals and faculty/adjunct onboarding.

Academic Calendars and Scheduling

- Assist in compiling and maintaining the Academic Calendar and list of Essential Dates.
- Support academic scheduling processes in coordination with the Registrar's Office and academic departments.

Committee and Board Support

- Prepare agendas and record minutes for the following:
 - Academic Cabinet
 - Operations Committee
 - Board of Regents Academic Committee meetings
 - Other meetings of the Provost and Academic Affairs as needed.
- Proactively gather materials and generate reports as needed for committee and board presentations.

Communication and Internal Systems

- Draft and distribute official academic correspondence and announcements on behalf of the Provost.
- Update academic content on internal portals (e.g., myWLC).
- Serve as a key point of contact for academic-related inquiries from faculty and staff.

Travel and Logistics

- Coordinate academic-related travel arrangements for the Provost and academic guests.
- Track and reconcile travel expenses within the Provost's budget.
- Manage incoming and outgoing mail for the Office of the Provost.

Additional Responsibilities

- Provide backup support for monitoring and recording faculty absences or collaborate with assigned staff responsible for this function.
- Demonstrated willingness to learn and adopt new technologies, including AI tools, to enhance administrative efficiency and support institutional innovation.
- Perform other duties as assigned in support of academic administration and institutional priorities.

QUALIFICATIONS

Education and Experience:

- Membership in good standing of a WELS/ELS congregation and demonstrated commitment to the doctrinal positions of the church.
- Bachelor's degree.
- Minimum of 3-5 years of administrative support experience, preferably in a higher education setting.
- Experience supporting academic administration and/or accreditation process preferred.
- Familiarity with higher education operations, academic calendars, and faculty governance preferred.
- Experience using systems such as Canvas or similar academic platforms preferred.

Knowledge, Skills, and Abilities:

- Exceptional organizational, time management, and multitasking skills.
- Demonstrated ability to work independently as a self-starter, taking initiative to anticipate needs, solve problems, and move projects forward with minimal supervision.
- Strong attention to detail and ability to manage multiple priorities in a fast-paced environment.
- High proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), and aptitude for learning new systems.
- Ability to maintain confidentiality and exercise discretion when handling sensitive information.
- Excellent verbal and written communication skills.
- Ability to collaborate effectively with faculty, staff, and campus leadership while also working independently.
- Ability to exercise sound judgment, prioritize competing demands, and make independent decisions within established guidelines.
- Strong commitment to the mission and values of Wisconsin Lutheran College and a desire to support its growth and success.



Physical Requirements

- This is a full-time, on-campus position in a professional office environment.
- Ability to sit at a desk and use a computer for extended periods.
- Ability to lift and carry up to 25 pounds occasionally.
- Frequent use of standard office equipment such as computers, phones, copiers, printers, and filing cabinets.
- Ability to move throughout campus and attend meetings or events in various locations.
- Occasional evening or weekend hours may be required for academic events or meetings.

As with all positions at Wisconsin Lutheran College, this position requires the incumbent to perform job responsibilities in a manner consistent with the mission and core values of Wisconsin Lutheran College, as defined through its affiliation with the Wisconsin Evangelical Lutheran Synod (WELS).