



**Apprentice University
Director of Administration
Job Description**

Director of Administration

The Director of Administration role at Apprentice University is one of significant responsibility. The position requires *extreme* trustworthiness, great attention to detail, a mindset of service, and a skillset packed with resourcefulness. Our Director of Administration holds a very high visibility position in the organization and delivers a large number of critical services to the University.

The following document outlines our culture, the responsibilities of this role, the requirements and attributes of the ideal candidate, and the expectations and compensation. Please read through this document carefully. Our hiring criteria is first and foremost a solid fit with our culture as outlined below. Other skills and attributes can be trained and gained over time, but alignment with our culture is imperative.

The Apprentice University Culture

Understanding the Apprentice University culture is crucial to framing engagement within our community. We acknowledge, encourage, and embrace that...

1. We are all students exploring our dreams
2. Mentoring, nurturing, teaching, and coaching relationships are essential for our community
3. Respectfulness in communications is crucial
4. A learning disposition is essential
5. Intentionality in our endeavors is imperative
6. Unintentional failure is inevitable and expected as an essential ingredient in learning
7. The relentless pursuit of excellence is God honoring and demonstrates respect for others
8. Timely, direct, and respectful communications encourage strong relationships and reduce stress
9. Candor and direct conversations are imperative, especially in times of conflict
10. Any form of drama is unhealthy within relationships and community culture
11. Strong interpersonal relationships require authenticity and commitment
12. Teamwork is vital to the success of the organization and its members
13. A student's fragmented, false-start-laden pursuit of career interests is celebrated



Director of Administration Responsibilities

The Director of Administration role is an integral member of the Apprentice University staff and responsible for managing the following elements of the University:

1. General Accounting -
 - Managing and scheduling accounts payable
 - Invoicing, processing and collections related to accounts receivable
 - Making routine deposits and interfacing with our bank
 - Administering the University's income share agreements
 - Annual tax preparation and accountant interface
2. Human Resources –
 - Payroll – preparing and submitting semi-monthly payroll (we use Intuit Payroll)
 - Reporting – quarterly reporting to taxing authorities
 - Onboarding – organizing new employee paperwork, etc.
 - Paperwork – organizing and filing all employee employment-related paperwork
 - Assisting – assisting students and new employees in completing onboarding documents
3. Planning and Reporting -
 - Providing routine reports and financial advice to the President
 - Budgeting and assisting in the development of budgets
 - Managing cash flow projections
4. Training –
 - Teaching and training students on the basics of employment records, tax forms, etc.
 - Occasionally assisting students in the creation of personal budgets
5. Recordkeeping –
 - Recording and tracking student apprenticeship assignments for bookkeeping purposes
 - Organizing finance-related files and documents in an orderly fashion

Role Requirements

As an integral member of the Apprentice University staff, the Director of Administration *must* possess the following attributes, skills, and appreciation for the Apprentice University culture.

1. A strong desire to teach, mentor, coach, advise, and encourage young adults
2. A gentle disposition and nurturing mindset
3. Patience and an understanding that instructions may need to be repeated - often
4. An understanding that students, *are learning*
5. Experience in expectation management from various stakeholders (staff, students, partners, etc.)
6. A mindset rooted in flexibility, malleability, and adaptability
7. Unwavering support for the Apprentice University operating model and core values
8. An understanding of generally acceptable accounting principles and processes
9. Experience in managing projects, organizing work, and meeting project timelines and goals
10. Fluency in the use of common technology tools (MS-Office, G-Suite, collaboration apps, etc.)



Expectations and Compensation

1. The role reports to the President of the University
2. The Finance Manager is expected to provide his/her own laptop and cell phone
3. The role requires 15 to 20 hours per week, additional hours as necessary, if approved
4. Vacation, or time off, while not paid, is available with reasonable notice
5. The role can be fulfilled from home/remotely, with the exception of being on campus most Fridays each month (at 6402 Corporate Dr., Indpls, IN 46278)
6. The compensation is commensurate with experience and capabilities

To Apply

1. Please prepare a document summarizing your skills and experiences which most closely correlate to the position outlined herein. The use of mini case studies and stories which help explain your unique qualifications are appreciated.
2. Submit the document referenced above along with your resume to Apprentice University's President, Ron Brumbarger – ron@apprentice.university