

## ELLEN WHITE BRANCH OFFICE AT AIIAS

### Job Description: Assistant to the Director of the EGW Estate Branch Office

<b>Job Title:</b>	Assistant to the Director of the EGW Estate Branch Office
<b>Department:</b>	Ellen G. White Estate Branch Office
<b>Classification:</b>	Local budget
<b>Reports to:</b>	Director of the EGW Estate Branch Office
<b>Remuneration:</b>	Remuneration will be according to the denominational wage scale at AIIAS, considering educational qualifications, professional experience, and years of service
<b>Wage Scale:</b>	<b>To be Determined</b>
<b>CE Benefit:</b>	None
<b>Time Commitment:</b>	Full-time
<b>Employment</b>	<b>White Estate main office managed by AIIAS</b>
<b>Uses timecard:</b>	No

#### Responsibility Overview:

The successful applicant will serve as an assistant to the director of the Ellen G. White Branch office.

#### Required Qualifications and Skills:

1. Holds a degree in Theology
2. An ordained minister of the SDA church
3. Must be available for international speaking appointments
4. Highly developed computer literacy
5. Highly proficient in the English language
6. Willing to continue developing supervisory and communication skills
7. Willing to work together with international faculty, staff, and students in a cross-cultural setting
8. Willing and able to work as part of a team and in committee settings
9. Have a vibrant relationship with Jesus Christ and actively model the Seventh-day Adventist lifestyle.

#### Desired Qualifications and Skills:

1. Holds a Master's degree in theology
2. Have a research background in Adventist or Historical-Theological studies
3. Preparedness to pursue personal development
4. Willing to develop and maintain library skills
5. Has special skills or experience in handling e-resources, collection development, and repository maintenance

**Key Responsibilities:**

1. Serves as assistant to the Director
2. Manages library-related tasks such as organizing resources, cataloging the collection, assisting patrons in accessing Adventist Resources, and developing a database of Adventist Research resources in Asia
3. Takes on speaking appointments as assigned by the Director
4. Assists the Director in building relationships with Adventist publishing houses and Adventist institutions to collect relevant materials for research in Adventist and Ellen White studies
5. In consultation with the director to make decisions on the archival value of all resources collected by the branch office, especially resources maintained in the vault.
6. Maintain the web page of the branch office, including the collection of Adventist web and mobile sources
7. Adopt emerging technologies in providing resources and services
8. Attends daily staff worship at 7:30 when not traveling
9. Perform any other work-related duties as assigned by the Director

**Committees:**

AIAS EGW Branch Office Committee, Library Committee

**Appointment by:**

The Ellen White Estate, with recommendation by the AIAS AdCom

**Date of application:**

Applications received before or by **February 28, 2025**, will receive full consideration.

**Sent to:**

Please email an application letter with your Curriculum Vitae to the Director of Ellen White Branch Office at [egwhitedirector@aiaas.edu](mailto:egwhitedirector@aiaas.edu)