POSITION VACANCY  
Westminster College  

Administrative Coordinator - Graduate School

Applications are currently being accepted for the full-time hourly position of Administrative Coordinator in the Graduate School.

**Qualifications:**
College degree strongly preferred; proficiency with Microsoft Office required; preferred familiarity with Jenzabar EX and Salesforce (or similar programs); ability to use computer to type reports and letters, create and manage databases; ability to enter and organize data, access and respond to emails; familiarity with basic accounting principles; excellent writing, proofreading and oral communication skills; ability to make presentations to prospective student groups; excellent interpersonal skills to greet and work with internal and external constituents, including potential, current and former students, adjunct instructors and other administrators; and strong organizational and time management skills

**Duties:**
Manage the office and complete general secretarial duties and assist in preparation of reports and publications; provide clerical support for the graduate committee; provide support for adjunct faculty members and students, answering inquiries via phone and email related to registration, course lists, continuing education credits, etc.; maintain course schedules and post on Graduate School webpage; manage other website-related materials; prepare payroll information for adjunct faculty; oversee invoices and deposits; work with the business and financial aid offices to support students’ financial concerns; manage database of courses and textbooks; coordinate with faculty and bookstore employees to order textbooks for each term; using Salesforce, a web-based customer relationship management system, answer student inquiry forms, pursue new student leads, track student applications, process applications and acceptance letters, provide general support to new students; manage new and existing student profiles in Jenzabar EX, including biographical and educational information; serve as data manager for the Graduate School, thus coordinating with other data managers across campus on issues of mutual concern; order, assemble and distribute marketing materials to prospective students at graduate school fairs, local schools, area agencies and other events; make presentations about the Graduate School’s programs on campus and in the community; assist in all other marketing efforts

Interested individuals should send a cover letter, resume, and the names and contact information for at least three job related references by no later than **May 18, 2018** to: Jessica Shelenberger, Graduate School Office, Westminster College, 319 S. Market Street, New Wilmington, PA 16172  EOE