Westminster College

POSITION VACANCY

Academic Administrative Assistant

Applications are being accepted for the position of Academic Administrative Assistant to the Departments of Biology and Psychology. This is a full-time position that includes work over the summer and reports to the Department Chairs.

Duties will include routine office tasks such as processing orders for supplies/equipment; keeping records of departmental budgets; arranging appointments for chairs; attending department meetings; filing and photocopying; managing resources and supplies; supervising student employees; planning, advertising and coordinating events, and; assisting with departmental promotion and recruiting. Other responsibilities are to create/work with documents in word processing, spreadsheet, database, presentation and web-based programs; liaison with other offices; assist with future faculty hires; and perform other relevant duties as assigned. The position also involves working as administrative assistant for the Medical Professions Advisory Committee – maintaining files and lists of pre-health students, organizing meetings, communicating with students, and submitting materials to application services.

Minimum qualifications include a high school diploma (higher degree preferred) with secretarial training and/or experience. Necessary skills include basic office computer/software abilities as described, digital telephone/voice mail operation, use of e-mail, office management and the ability to work easily with people.

Interested individuals should send, by no later than July 3, 2018, a cover letter, résumé, and the names and telephone numbers of three work related references via e-mail to humanresources@westminster.edu or by mail to:

   Director of Human Resources  
   Westminster College  
   319 S. Market Street  
   New Wilmington, PA 16172

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion.