WESTMINSTER COLLEGE
Position Vacancy

ADMINISTRATIVE ASSISTANT to the ASSOCIATE DEAN OF ACADEMIC AFFAIRS

The administrative assistant to the Associate Dean of Academic Affairs provides ongoing clerical support to facilitate the operations of the Office of Academic Affairs. The position of Administrative Assistant is full-time: 7½ hours per day, Monday through Friday. Specific operations for this position relate to Assessment, Faculty Development, Off-Campus Studies, the First-Year and All-College Honors Programs.

The qualified incumbent must demonstrate key knowledge, skills, abilities, and other characteristics to perform work satisfactorily. These include: college degree preferred; experience working in a college setting preferred, especially with responsibilities that involve student interaction; secretarial training and/or relevant experience; excellent customer service skills to greet visitors (in person, by phone and email) and handle their inquiries, to direct them to the appropriate persons according to their needs; ability to maintain confidentiality for all academic and office functions, including student- and employee-issues; strong organizational and time management skills so that tasks are completed on time and within the standard hours of the work day; attention to detail and accuracy of work (and the work of those supervised, including student workers); proficiency with Microsoft Office (e.g., Word, Excel), Internet browsers, and other software packages; excellent writing and proofreading skills that reflect attention to rules of grammar and professional etiquette; ability to work with international partners who support study abroad; ability to work easily with internal and external constituents (e.g., faculty, administrators, trustees), along with autonomy to direct own work and project completion; and the ability to deal calmly and effectively with stressful and changing situations.

Interested individuals should send a cover letter, resume and the names and contact information for at least three work related references by November 9, 2018 either by email to mcminnjg@westminster.edu or by mail to:

Dr. Jamie G. McMinn
Office of Academic Affairs
319 S. Market Street
New Wilmington, PA  16172

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