Applications are being accepted for the full-time hourly position of Administrative Coordinator in the Professional Development Center, currently the Career Center. The Professional Development Center provides highly personalized services that empower students to actively manage their careers in an ever-changing global economy. They strive to develop well-prepared, professional graduates through individual counseling, programming, classroom presentations and networking opportunities to help maximize student success.

The person who fills this position will provide support to the Director and Assistant Director of the Professional Development Center (PDC); coordinate multiple tasks, including scheduling, publicizing, writing and/or forwarding accompanying paperwork to support delivery of programs and services, organizing, and helping plan programs of the Professional Development Center; communicate directly with various internal and external constituencies, including students, staff, faculty, administrators, alumni, college recruiters, other employers and community members; and supervise work study staff and Career Ambassadors.

Skills Required:

Ability to communicate directly with various internal and external constituencies, including students, staff, faculty, administrators, alumni, employers and community members; excellent verbal and written communication skills; excellent organizational skills and the ability to multi-task; and the ability to work well with little supervision.

Experience Required:

Bachelor’s Degree required; Raiser’s Edge experience a plus; Adobe and Microsoft Office experience required; adept in the use of Social Media platforms; supervisory experience preferred, but not required.

Applications should include a cover letter, resume and the names and contact information for at least three work related references. Please send by no later than June 1, 2018 to email demedakk@westminster.edu or by regular mail to: Director of the Career Center, Westminster College, MCC, 319 S. Market Street, New Wilmington, PA 16172. EOE