

**POSITION VACANCY
Westminster College**

Academic Administrative Assistant – Department of Nursing

Westminster College, New Wilmington, PA invites applicants for a full-time Academic Administrative Assistant in the Department of Nursing to begin immediately. The successful candidate must have experience with customer service, budgetary processes, and basic computer skills (email, Word, Excel). The primary responsibility for the position will be to support degree and non-degree seeking nursing students, the Department of Nursing Chair, and the Nursing Faculty within the Department of Nursing. Experience with accreditation policies and procedures in higher education and/or nursing preferred. A complete job description is available upon request.

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.

Applicants should send a cover letter, resume, and contact information for three work related references to mccoyda@westminster.edu Applications will be reviewed beginning **June 21, 2024** and accepted until the position is filled.

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