

POSITION VACANCY Westminster College

Academic Administrative Assistant – Schools of Music and Arts & Humanities

Westminster College, New Wilmington, PA invites applicants for a full-time Academic Administrative Assistant in the School of Music and the School of Arts & Humanities. The successful candidate must have experience with customer service and budgetary processes, and must demonstrate technological competency (email, Word, Excel, Adobe applications). The primary responsibility for the position will be to provide administrative support to the Chairs and faculty in multiple academic departments. A complete job description is available upon request.

Minimum qualifications include a high school diploma (higher degree preferred) with administrative assistant 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, the ability to multitask and work easily with people.

Applicants should submit the materials listed below.

- Cover letter
- Resume
- Contact information for three work related references

Send these application materials to Darlene McCoy, Executive Assistant in Academic Affairs @ mccoyda@westminster.edu. Review of applications will begin immediately and will be accepted until the position is filled.

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