

Westminster College  
POSITION VACANCY

Alumni Engagement Administrative Assistant

Westminster College, a national liberal arts college in New Wilmington, Pennsylvania, seeks an alumni engagement administrative assistant to assist in the Office of Alumni Engagement, a subset of the Division of Institutional Advancement. This award-winning area boasts nationally recognized fundraising programs and events and a small but mighty staff. The office is fast-paced and is an ideal environment for someone who enjoys multi-tasking.

The Alumni Engagement administrative assistant reports to the Senior Director of Alumni Engagement (SDACE) and alongside our Constituent Engagement Coordinator and our Communications and Marketing Coordinator. The administrative assistant is responsible for all 'front-office' alumni engagement, administrative paperwork and phone calls. In addition, they assist with all logistical arrangements for marquee alumni events and programs that service the aggregate alumni population. The Administrative assistant will work closely with our Alumni Council and our campus partners to help deliver well-organized, polished events. Additionally, this position is responsible for alumni distribution list management and is expected to assist with data integrity.

The ideal candidate should possess an extremely high attention to detail, organization and a personality that anticipates and addresses problems before they arise. Should be a strong independent worker who also displays a skillset for collaborative work. A warm, welcoming and engaging personality will also suit the role well as this position is often the first line in customer service to our alumni constituency.

Additional duties and responsibilities include, but are not limited to: budget management, record keeping, general office upkeep and functionality, supply inventory and document and data management.

Knowledge in the following areas required: Microsoft Office, particularly excel. Experience in the following area is preferred: Raiser's Edge Database. Work 37.5 hours a week plus occasional nights and weekends for events.

To apply, please send cover letter, resume and the names and contact details for three work related reference by **July 10, 2025** to [montgokh@westminster.edu](mailto:montgokh@westminster.edu)

Westminster College is an equal opportunity employer.