

POSITION VACANCY

Graduate Assistant - Westminster Entrepreneurship Center

Westminster College, New Wilmington, PA is currently seeking applicants for the Graduate Assistant - Westminster Entrepreneurship Center (WEC). This is a 12-month graduate assistantship with variable hours averaging 30 hours per week. The Westminster Entrepreneurship Center is housed in the School of Business, provides robust, experiential learning, and affords students the opportunity to work with and assist real-world businesses. Key partnerships for this position include students, faculty, external entrepreneurship groups and student organizations. This position reports directly to the Director of the Westminster Entrepreneurship Center.

Primary Functions

WEC:

- Work with the Director of the WEC to help run the day-to-day business of the Westminster Entrepreneurship Center. Activities to include:
 - Act as the direct liaison and organizer for the ELC group (Entrepreneurship Leadership Council)
 - Coordinate the pre-academic calendar WEC recruiting efforts
 - Assist the WEC board with all external marketing and PR activities
 - Work on promoting WEC externally through various recognition opportunities (*Forbes*, *Entrepreneurship*, etc.)
 - Coordinate Scholastic events and recruitment
 - Assist with annual spring Entrepreneurship Symposium
 - Assist in partnerships both domestically and internationally
 - ENACTUS liaison
 - Search and identify various funding opportunities such as: grants, incubator opportunities, corporate sponsorships, etc.

Analyst Program:

- Assist with the organization of Westminster's Analyst Program
- Collect, organize and visualize prior program cohort data for assessment purposes
- Assist in the development, organization and dissemination of Analyst Program Speaker Series event materials

MBA program:

- Work with the Director of the MBA program to support business development in support of the program

Qualifications:

- Bachelor's degree from an accredited institution
- Experience in a collegiate entrepreneurship program
- Demonstrated leadership and organizational skills
- Broad range of familiarity with event management
- Demonstrates the ability to research marketing needs and successfully promote programs
- Availability to work a flexible schedule to meet the needs of the WEC

Remuneration:

- Graduate assistant salary is \$12,000 for the 12-month position
- Graduate assistants qualify for tuition remission
- Option to purchase employee health insurance
- Free use of on campus fitness facilities
- Free parking

Please send cover letter and resume by email to sbapply@westminster.edu. Applications will be accepted until **May 10, 2025**. Westminster College is an Equal Opportunity Employer.