



Joining Our Team

Washington & Jefferson College (W&J) is searching for staff members to contribute their talents to our campus community. W&J seeks to create a transformative learning experience for its increasingly diverse student body, and bolster an inclusive environment in which everyone's voice is heard and appreciated, and individuality is celebrated. W&J is dedicated to the values of a liberal arts education that is both liberating and practical, and supports a community committed to multicultural and global understanding.

Administrative Assistant to the VP of Student Life & Dean of Students

Summary

The Administrative Assistant to the Vice President for Student Life (VPSL) & Dean of Students serves as liaison and acts on behalf of the office in regular dealings with people within and outside the College concerning a variety of issues. Provides overall office management and administrative support to the Vice President for Student Life & Dean of Students, and to staff within the division of Student Life, with a minimum of supervision; requires a professional manner, ability to maintain confidentiality, and to set priorities.

Duties and Responsibilities:

- Perform routine office support activities including photocopying & filing; creating/completing forms; opening, screening, sorting and delivering mail; ordering and maintaining supplies. Establish and maintain filing and records system.
- Must be able to work on multiple projects, meet specific deadlines, and to handle a high volume of administrative tasks.
- Greet visitors, answer and screen telephone calls. Assess nature of business and provide assistance or make appropriate referral. Represent the Division of Student Life and the College to visitors.
- Maintain schedule of the VPSL & Dean of Students.
- Assist with project management of key projects throughout the year as determined by the VPSL & Dean of Students.
- Assist with staff searches, as needed, within the division.
- Format, keyboard, edit, and proofread correspondence, manuscripts, reports, and other material. Assemble attachments and corresponding material and review for completeness and correctness prior to distribution.
- Gather, compile, organize, and manipulate data to create reports or summaries.
- Coordinate and monitor budget and accounts. Research and reconcile discrepancies.

Our Community

- 30 miles south of Pittsburgh
- 1,400+ students
- 300+ members of Alumni Mentoring Network

Our Students

- 25+ states and 10+ countries represented
- 98% of graduates complete degree in four years
- 40% study abroad each year

Our Academics

- 40+ academic programs
- 34 study abroad programs
- 11:1 student-faculty ratio

Equal Opportunity Employer

Washington & Jefferson College (W&J) is committed to increasing diversity in our community and actively pursues individuals from all backgrounds. Additionally, W&J College complies with all applicable federal, state and local laws and provides equal opportunity in all educational programs and activities, admission of students and conditions of employment for all qualified individuals regardless of race, color, sex, religion, age, disability, sexual orientation, protected veteran status, gender identity, or national origin.

Office of Human Resources

60 South Lincoln Street
Washington, PA 15301

P. 724-503-1001 x 6509

W. hr@washjeff.edu



- Prepare reimbursements, check requests, purchase requisitions, maintenance requests and invoices to forward to appropriate parties.
- Coordinate use of facilities as needed, including meeting times and locations, catering services, special equipment and materials.
- Assist with a variety of public relations activities, including placement of advertisements, administrative support for the production and distribution of posters, announcements, brochures, and invitations.
- Construct and maintain databases.
- Train and direct student workers.
- Other duties as assigned.

Skills and Abilities:

- Proficiency in working in a Windows environment, particularly in the use of Word, Excel, & Power Point. Must be comfortable and proficient working in a virtual environment with the use of Microsoft Teams and Zoom. Facility with electronic mail, Internet and other software packages.
- Demonstrated ability to work with a diverse population with tact, diplomacy, discretion, and confidentiality.
- Willingness to work as a team player. Excellent interpersonal and communication skills.
- Well-developed organizational skills.
- Proven ability to exercise good independent judgment. Excellent problem-solving skills.
- Extraordinary attention to detail, precision and accuracy.
- Ability to define problems, collect information, and draw appropriate conclusions.
- Excellent time management skills. Ability to set priorities.
- Knowledge of English grammar, spelling and punctuation.
- Good typing skills.

Qualifications:

- A minimum of 3 to 5 years of experience in an office or business setting, including at least one year in a principal or lead role.
- Experience working in a college or university setting preferred.
- References must indicate a record of excellent attendance, diligent performance, accuracy and attention to detail, and ability to prioritize and organize work.

Supervisory Duties

The position has supervisory duties.



Application Instructions

Apply for this job at <https://washjeff.applicantpro.com/jobs/>. Please submit a cover letter and resume. It is recommended that all documents be in PDF format and uploaded at one time. Review of applications will begin immediately.

Employee Benefits

Washington & Jefferson College offers a comprehensive benefit package for benefit eligible employees; including health, vision, and dental coverage, group life insurance, AD&D and LTD coverage, retirement plan, generous leave time, and the tuition benefit programs. These benefits add significantly to the employee's total compensation package.

Getting to Know W&J

Washington & Jefferson College is the best of both worlds: a small-town college setting in historic Washington, Pa., with easy access to the bustling business and cultural districts of nearby Pittsburgh, Pa. just 30 miles to the north. Founded in 1781, W&J College is a private, residential liberal arts college that is focused on student success. Our dedicated, experienced professors are passionate about teaching and work closely with our students to ensure that they receive a quality, comprehensive education. For more than 200 years, our alumni have influenced change in business, politics, medicine, and the arts and sciences as CEOs, lawyers, doctors, researchers, writers, teachers, and in many other equally worthy professions.

Celebrating Diversity

Washington & Jefferson College welcomes people of all backgrounds and beliefs who wish to participate in a diverse educational community. The College strives to be a place where all students, faculty, administrators and employees are able to live, study and work in an atmosphere free from bias and harassment. The College encourages civil debate and lively exchange of ideas in the belief that such exchanges promote understanding that will grow beyond simple tolerance of difference to embracing and celebrating the richness of diversity. Our graduates acquire knowledge and learn skills that help them thrive in a culturally diverse world.

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