



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.

Office of Student Engagement Assistant

Summary

The Office of Student Engagement Assistant is responsible for supporting the programming and initiatives of the Office of Student Engagement in the areas of Student Activities and Organizations, Diversity and Leadership Initiatives and Community Engagement. This individual will collaborate between each of the three branches of the Student Engagement Office to further development student programming as well as facilitate current programming. The Assistant will join our team of student-centered professionals who are dedicated to fostering robust experiences for students that complement their academic work in developing intellectual inquiry, leadership skills, preparation for professional success, strengthen relationships to their communities and contribute positively to society. This position is a 1 year appointment with the potential of renewal.

Duties and Responsibilities

- Work with the Director of Student Engagement to deliver Fall Orientation programming.
- Collaborate on student programs and recognition events.
- Serve on institutional committees as necessary.
- Assist in managing all social media and virtual-related communications within the Office of Student Engagement.
- Engage in both weekly individual and group meetings to discuss progress of assigned tasks and goals related to the office.
- Facilitate night and weekend events as needed.
- Assist with special projects and other duties assigned by direct supervisor.

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



Qualifications

- Bachelor's Degree required.
- The ideal candidate in this role should have a positive attitude and an active, energetic mind that is characterized by highly ethical practices and a commitment to diversity, openness, flexibility, integrity, and kindness.
- Must evidence previous successful programming and co-curricular involvement as an undergraduate.
- Must possess excellent interpersonal, organizational, verbal, technical and written communication skills with the ability to work closely with a diverse group of students and staff.
- Ability to collect and assess data related to attendance at campus events and programming.

Supervisory Duties

This position has no supervisory responsibilities.

Disclaimer

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the position described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the position.

Job Description Status

The duties and responsibilities listed in this job description are illustrative ones anticipated for this position. Other duties and responsibilities may be assigned as required. Washington & Jefferson College reserves the right to amend or change this job description to meet the needs of its programs. This job description and any attachments do not constitute or represent a contract.

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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