

**JOB POSTING**

<b><u>JOB TITLE:</u></b>	Part-Time Administrative Assistant
<b><u>RESPONSIBLE TO:</u></b>	Director of Professional Development
<b><u>DEPARTMENT:</u></b>	Professional Development Department
<b><u>EMPLOYMENT DATE:</u></b>	As soon as possible
<b><u>WORK SCHEDULE:</u></b>	Monday – Friday (20 hours per week) Start between 7:00 a.m. – 9:00 a.m.; 4 hours per/day
<b><u>QUALIFICATIONS:</u></b>	Associate’s degree preferred. Experience with Microsoft Software/Office 365 platform. Extensive knowledge of MS Excel for data organization, calculation, and summarization required.
<b><u>RESPONSIBILITIES:</u></b>	To provide administrative support to the Director of Professional Development in all aspects of professional development programming. To be familiar with online survey tools, such as Survey Monkey, as well as other external software for event communication and registration, such as Sign Up Genius. To be detailed-oriented with a focus on proofreading skills, verification of data, and accuracy of formulas. To be able to produce functional and attractive displays and materials (e.g., development of data reports and event flyers) for internal and external communication.
<b><u>COMPENSATION:</u></b>	To be determined
<b><u>POSTING PERIOD:</u></b>	Until position is filled.

*Resume and cover letter only; no telephone inquiries please. Send correspondence to the Employee Relations Office . An Equal Opportunity Employer*

