PROGRAM ASSISTANT FOR SERVICE-LEARNING AND COMMUNITY ENGAGEMENT
FULL-TIME, 10 MONTHS
STUDENT LIFE DEPARTMENT
HIRING RANGE: $12.61 - $13.36 PER HOUR

Applications will be reviewed beginning September 21, 2012. The position remains open and applications reviewed until filled.

FUNCTION:
Reporting to the director of service-learning and community engagement, the program assistant assists the assistant director to provide course-based service placements and offer other service programs, and provides clerical and administrative support services for the office.

RESPONSIBILITIES AND RELATED DUTIES:
A. Support the assistant director with preparation and placement of students enrolled in service-learning courses
   - Help the assistant director maintain strong professional relationships with community agencies
   - Assist with data collection/assessment of service experiences
   - Assist in website management

B. Provide support for service-learning events
   - Assists with organizing campus-wide service initiatives, including the Service-Learning Fair and Community Building Day
   - Assists with special events
   - Serves as a member of the university’s service-learning strategic planning committee and keep records of meetings
   - Other duties as assigned

C. Provide clerical and administrative support for the service-learning office
   - Prepare and coordinate special mailings including mail merge projects
   - Process purchase orders, check requests, reimbursements, and purchasing card statements
   - Become proficient in the use of all office machines (scanner, copier, printers, etc.)
   - Process facilities request forms

QUALIFICATIONS, SKILLS AND ABILITIES:
- High school diploma or GED required (bachelor’s degree desirable)
- The ability to work in a confidential, service-oriented, computerized work environment (previous work experience in higher education desirable)
- Excellent organizational, verbal and written (grammar, punctuation, proofreading) communication, and interpersonal skills
- An ability to work well with students
- Demonstrated ability to work with confidential information
- The ability to multi-task and perform a wide variety of tasks with minimal supervision and multiple interruptions
- Demonstrated proficiency with computer software programs including word processing and spreadsheets
The ability to establish and maintain positive working relationships with faculty, staff, students and the general public
The ability to work effectively as a member of a team
Willingness and availability to work a flexible schedule occasionally as requested
A personal commitment to the Christian faith and to the integration of faith and learning
The ability to establish a positive relationship with persons regardless of race, gender, physical limitation or religious belief
An active commitment to equal opportunity for all persons
A commitment to the educational mission of Whitworth as a Christian liberal-arts university affiliated with the Presbyterian Church (USA)
Background check required

APPLICATION PROCESS:
The following documents are required to complete the online application form:
1) A letter of interest that relates your education and experience to the qualifications of the position and includes a note confirming your interest in this position at our posted hiring range
2) Résumé
3) The names, addresses, telephone numbers and email addresses of three academic/professional references
4) A one-page document describing your personal commitment to the Christian faith

Whitworth complies with all federal, state, and local nondiscrimination laws that are applicable to religious nonprofit institutions and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex, or disability. With our commitment to building a diverse community, the university encourages applications from populations underrepresented at Whitworth including members of racial/ethnic communities, women, and persons with disabilities.