FACULTY AND PROGRAM SUPPORT COORDINATOR
FULL-TIME, 12 MONTHS
SCHOOL OF CONTINUING STUDIES
HIRING RANGE: $15.39 TO $16.30

FUNCTION: Reporting to the School of Continuing Studies admissions manager, provides administrative coordination of front office and academic services for U-District and main campus locations; support of academic program administration; and administrative support for the director of liberal studies and associate vice president.

RESPONSIBILITIES AND DUTIES:
A. Provide coordination of front office/receptionist duties and administrative support for the school of continuing studies U-District and main campus locations.
   1. Responsible for staffing office hours as scheduled at the U-District location.
   2. Manage front office services at U-District location and serve as primary back-up to main campus, optimizing efficiency for high traffic times while maintaining professional appearance, service to students and faculty.
   3. Manage communication flow between continuing studies and students for evenings and Saturdays, including signage, vehicle registration distribution, special notices, and such.
   4. Assist students with requested computer, equipment hardware/software & other support as needed.
   5. Coordinate U-District events, including room scheduling, catering, and all logistics.
   6. Responsible for overseeing facility needs for U-District offices, maintaining public areas, and initiating work orders with facility services or property manager where appropriate.
   7. Cross train with staff to ensure consistency of support during staff absences.
   8. Supervise student workers as assigned.
   9. Coordinate copier/printer, camera, and classroom technology maintenance and training for staff
   10. Serve as receptionist for visitors to MBA advisor and other campus programs in the U-District
   11. Provide facilities support for MBA or other campus program functions within regular SCS business hours.
   12. Other duties as assigned.
B. Coordinate faculty support services for U-District faculty.
   1. Provide faculty communication support; ensuring that communication is consistent with all SCS faculty support coordinators.
   2. Coordinate, distribute and track class rosters, grade sheets and faculty notifications for U-District.
   3. Provides technology support for faculty in classroom technology, maintaining current knowledge of most-frequently used technology
   4. Provide overall support for U-District faculty and related functions.
C. Provide administrative support for SCS academic program
   1. Develop and maintain course syllabi templates, distribute to SCS faculty as courses are scheduled
   2. Review course syllabi and work with faculty on aligning syllabi with SCS standards.
   3. Maintain faculty development participant list and calendar; plan events for training as needed
   4. Develop, facilitate and maintain new faculty administrative orientation and on-boarding processes
D. Provide administrative support for director of liberal studies programs and associate vice president
QUALIFICATIONS, SKILLS AND ABILITIES:

- Two years of college course work required, and three years related work experience. Bachelor’s degree preferred.
- An equivalent combination of education and relevant work experience will be considered.
- Ability to work a flexible schedule with some regular early evening hours and periodic Saturday hours; demonstrated ability to work well with the public.
- Demonstrated ability to communicate effectively over the telephone and in person.
- Demonstrated ability to multi-task in a busy, customer-focused environment.
- Demonstrated effective oral and written communication skills.
- Strong organizational skills.
- Ability to adapt to varying work environments.
- Proficiency in using computers for work related processing and database management.
- Ability to work with confidential information.
- Ability to work as a team.
- A personal commitment to the Christian faith.
- Demonstrated awareness and commitment to effectively establishing relationships and positive communications across multiple dimensions of diversity including, but not limited to, race, gender, physical limitations, class or religious perspectives.
- An active commitment to equal opportunity.
- A commitment to the educational mission of Whitworth as a Christian liberal arts university affiliated with the Presbyterian church.
- 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.
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.