INTERIM PROGRAM ASSISTANT
CHAPEL AND CAMPUS MINISTRY
30 HOURS A WEEK, AUGUST 26 – MAY 31
HIRING RANGE: $12.61 TO $13.36 PER HOUR

Application review begins May 15, 2013. The position remains open and applications will be reviewed until filled. Campus interviews anticipated for late May, 2013. Possible intermittent hours during June and July, 2013.

FUNCTION: Reporting to Dean of Spiritual Life, for Campus Ministry and support of programs related to chapel. Also provide administrative support for campus ministry staff.

RESPONSIBILITIES AND RELATED DUTIES:
1. Administrative duties such as answering telephones, receiving visitors and providing information for inquirers.
2. Support Dean of Spiritual Life, Campus Pastor for Small Group Ministries, Campus Pastor for Pastoral Care/Prayer Support, and three Graduate Assistant Ministry Interns (GAMIS), Young Life Trainer and Professor of Leadership Studies with their various activities and projects.
3. Provide computer technical support.
4. Prepare materials for use in classes and chapel.
5. Administer the Samuel Robinson Scholarship.
6. Hire, supervise and evaluate chapel student employees.
7. Process expenses for reimbursement and payments; monitor the budget.
8. Oversee the maintaining of the bulletin boards and notebooks for student internship and employment opportunities.
9. Oversee the professional appearance of the chapel.
10. Schedule the chapel facility.
11. Serve as an extension of campus ministry in the Chapel and on-campus.
12. Coordinate events.
13. Other duties as assigned.

QUALIFICATIONS, SKILLS AND ABILITIES:
• A high school diploma or GED and a minimum of two years’ experience in an office setting is required, college experience desirable.
• Exceptional interpersonal skills and customer service orientation.
• Excellent written, verbal, telephone communication and problem solving skills.
• Exceptional proofreading skills.
• Demonstrated successful experience working as a member of a high functioning team.
• The ability to organize tasks and attend to a variety of details with a minimum of supervision in a fast-pace work environment.
• Ability to maintain a high level of confidentiality.
• A willingness and desire to learn new responsibilities.
• Proficient using Microsoft Office required, including Microsoft Word, Excel, PowerPoint, and Outlook; experience with an integrated database system desirable.
• 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.
• Demonstrated ability to establish and maintain positive working relationships with faculty, staff, students and the general public in a warm, cheerful manner with a heart for ministry.
• An active commitment to equal employment opportunity for all persons
• A commitment to the educational mission of Whitworth University 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 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.