PROGRAM ASSISTANT (FULL TIME, 9 MONTHS; ¼ TIME, 3 MONTHS)
ENGLISH DEPARTMENT; COLLEGE OF ARTS & SCIENCES
HIRING RANGE: $13.54 TO $14.34 PER HOUR

Application review will begin immediately. The position remains open until filled.

Appointment is full time (40 hours/week) during academic year (late August through late May.) Hours: 8:00 a.m. – 4:00 p.m. or 9:00 a.m. – 5:00 p.m., Monday through Friday. 10 hours/week during summer months.

FUNCTION: Provide administrative and academic support services for the English Department (primarily), for the Associate Dean of the College of Arts & Sciences (CAS), and for affiliated programs (such as the University Writing Program, the Composition Commons, the Honors Program, English department publications, and the Women’s and Gender Studies Program.)

RESPONSIBILITIES AND RELATED DUTIES:
Office Management
• Act as receptionist, assisting the public, students, and the Whitworth community.
• In consultation with department chair hire, train, supervise, and schedule student assistants.
• Process office purchase requisitions, work orders, purchasing card logs, and reimbursement and check requests.
• Electronically generate all department and program budget records and monitor the year’s budget.
• Create and maintain paper and electronic files and reports for the department, as needed.
• Request and facilitate university support services, as needed.
• Be able to use and to maintain all office machines (scanner, copier, printers, etc.).
• Manage English video/DVD collection.
• Other related duties as assigned by the department chair

Faculty, Administrator, and Program Support
• Assist in course preparation and logistics as needed.
• Coordinate departmental class schedules and website updates.
• Facilitate ordering of textbooks, desk/exam copies, and library materials.
• Provide logistical support for other campus duties of department faculty.
• Assist with research/writing/editing projects as assigned by English faculty.
• Support faculty job searches, including coordinating on-site candidate visits.
• Assist with planning, coordination, and implementation of departmental, program, or CAS lectures and activities, which may require off-campus purchasing and may occur off campus and outside of regular hours.
• Track and oversee hardcopy and electronic publishing as needed for departmental publications such as the departmental web page, Script (student journal), Rock & Sling (national journal), and social media accounts.
• Oversee subscriptions and mailing for Rock & Sling.
• Assist with travel arrangements for Associate Dean of CAS, departmental faculty and sponsored student travel.
• Maintain current and past students’ files (English majors and minors).
• Support adjunct faculty and new faculty members.
• Work with department chair (or designee) to publish and maintain course schedule (in MS Sharepoint or equivalent software); enter and maintain faculty course load worksheets prior to official contracting.
• Fulfill other related duties as assigned by the department chair or CAS Associate Dean
QUALIFICATIONS, SKILLS, AND ABILITIES

- High School Diploma or GED required (college degree desirable).
- Three years of related experience desired. (An equivalent combination of education and experience may be considered.)
- Previous university experience desired.
- Excellent organizational skills.
- Excellent communication abilities, including strong interpersonal skills and excellent grasp of grammar and punctuation standards.
- The ability to relate to students, university personnel, and the public in a warm, considerate, and professional manner.
- Demonstrated proficiency in computer use, including Microsoft Windows, Microsoft Office (particularly Word, Outlook, Excel, and PowerPoint), and use of online resources.
- Ability to work with confidential information.
- Ability to multitask and work effectively with multiple interruptions.
- Enthusiasm for reading and literature.
- A personal commitment to the Christian faith.
- Demonstrated awareness of 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 for all persons.
- 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 in PDF format are required to complete the online application form at www.whitworth.edu/jobs:

1) A letter of interest that relates your education and experience to the qualifications of the position described in this position description.
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.