PROGRAM ASSISTANT (FULL-TIME)
GRADUATE STUDIES
SCHOOL OF EDUCATION
HIRING RANGE: $13.54 TO $14.34 PER HOUR

FUNCTION: Reports to the Associate Dean of Graduate Studies in Education (GSE), provides general office support for Directors of GSE programs. Assists in GSE student registrations, performs data entry, and coordinates events.

RESPONSIBILITIES:
A. Provides General Office Support for GSE Programs in Dixon Hall and Tacoma Hall:
   1. Provides administrative support for the assistant director of GSE, GSE directors/coordinators, and faculty.
   2. Provides program specific orientation, training, and support to adjuncts.
   3. Serves as primary receptionist for GSE office to answer the telephone and assist those who come to the front desk.
   4. Schedules appointments for GSE Assistant Director, and other GSE directors as needed;
   5. Takes and transcribes minutes of the weekly GSE staff meetings, and other meetings as needed.
   6. Distributes department mail.
   7. Types letters, memoranda, and revises forms.
   8. Maintains filing system.
   9. Assists with supervision of student workers to effectively cover office responsibilities.
   10. Assists in collecting and distributing documents to adjunct faculty for GSE.
   11. Submits facilities work orders.
   12. Assists with administration, communication flow and follow-up with prospective students and applicants.
   13. Order supplies for GSE department.
B. Program and Events Coordination:
   1. Coordinates the launching of each term to include “first-night” procedures;
   2. Initiates and tracks syllabi procedures each term;
   3. Prepares practicum and internship packets for Marriage and Family Therapy Program, the School Counseling Program and other programs as needed;
   4. Schedule meetings for GSE Leadership, GSE Director, GSE Counseling Team, GSE staff, Diversity Committee and other meetings as assigned;
   5. Serves as support for the Educational Administration PEAB, the Counseling PEAB, the Graduate Student Advisory Board, School Counseling Review Board, and the MFT Advisory Board;
   6. Collaborates with the coordination of arrangements for GSE Student Fall Reception & Counseling Open House;
   7. Coordinates arrangements for the graduate commencement and reception including processing graduation materials, preparing documents for commencement;
   8. Coordinates arrangements for the International Education & Diversity Forum, institutes, and other events as needed;
   9. Assists faculty in acquisition of course material including DVDs and textbooks for GSE;
   10. Prepare documents for thesis completion and binding and graduate research projects;
   11. Reserve space(s) for meetings and events;
12. Schedules review boards, research/curriculum projects and other GSE student presentations;
13. Coordinate yearly standardized exams to be held on campus for GSE students as well as off-site participants;
14. Collaborates with office personnel across campus in support of student issues and events;
15. Maintains GSE Blackboard websites including posting program updates;
16. Assist with preparing drafts of flyers, handouts and other print materials for GSE events as needed.

C. Data management and data entry tasks:
1. Assists in entering data for graduate student course registration;
2. Assist with the Director of Educational Administration program with advising and student enrollment;
3. Provides backup support for Customer Relationship Management (CRM);
4. Collecting exit project data for select programs;
5. Uploads course syllabi for GSE in SharePoint each term.

QUALIFICATIONS, SKILLS AND ABILITIES:
- High School diploma or GED required; Bachelor’s degree preferred.
- Three years of closely related work experience (an equivalent combination of education and experience may be considered).
- Previous university experience desirable.
- Computer proficiency in Word and Excel and ability to learn new data systems.
- Successful service in a highly confidential service-oriented work environment.
- Effective organizational, analytical, verbal and written (grammar, punctuation, proofreading) communication and interpersonal skills.
- Willingness and ability to learn new tasks.
- The ability to work independently and as a member of a team.
- Detail-oriented professional with the ability to coordinate multiple tasks with intermittent interruptions.
- The ability to maintain sensitive and confidential information.
- An appreciation of the confidential nature of responsibilities and relationship.
- The demonstrated ability to establish and maintain positive working relationship with faculty, staff, students and the public.
- A personal commitment to the Christian faith and to the integration of faith and learning.
- 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 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.