PROGRAM ASSISTANT
SCHOOL OF BUSINESS
FULL-TIME, 12 MONTHS
HIRING RANGE:  $13.54 TO $14.34 PER HOUR

FUNCTION:
Reporting to the Assistant to the Dean in the School of Business, provides administrative support services for the Business and Economics, Graduate Studies in Business. In addition, this position will provide administrative support for College of Arts & Sciences programs during the summer months.

RESPONSIBILITIES AND RELATED DUTIES:
1. Maintain and distribute information on departmental calendars, registration schedules, advisors, and course offerings.
2. Provide training on office equipment, computers, software, and procedures for faculty, adjunct faculty, and staff.
3. Process faculty desk copy requests.
4. Prepare adjunct requests and serve as liaison to adjuncts.
5. Process mail, prepare and coordinate mailings.
6. Assist faculty with classroom, equipment, and technology requests.
7. Alert students about events, scholarships, speaker opportunities.
8. Direct students to find answers for advising questions.
9. Support and communication with prospective students/transfer students.
10. Other administrative functions (reimbursements, travel, paperwork, meetings, etc.).
11. Coordinate on campus interviews with recruiters, schedule meetings with students, coordinate lunch for recruiters and faculty/staff.
12. Keep 4-year plan and advising materials current.
15. Correspond with graduate students regarding admission, course details and provide information regarding computer user policies.
16. Assist with preparation of MBA orientation material and assist with orientation planning and implementation.
17. Register MBA students each term in Colleague.
18. Register prospective and current students in online prerequisite courses, track and maintain database for completion.
19. Monitor MBA degree audits, process applications for graduation and degree postings.
20. Assist with MBA commencement planning and graduate reception.
21. Process MBA teaching evaluation forms and provide reports to dean, director, and instructors.
22. Extensive event planning and support.
23. Complete special projects and other duties as assigned for the College of Arts and Sciences and its departments as needed for up to 20 hours a week during summer months only.

DEPARTMENTAL SUPPORT SERVICES:
1. Liaison with Admissions, Financial Aid, Registrars Office, Student Accounts, Academic Affairs, Bookstore, U-District staff.
2. Serve as resource regarding e-mail, voice-mail, and computer software systems.
3. Distribute and receive materials (including make-up exams and quizzes).
4. Create and maintain office systems.
5. Create and maintain student email distribution lists.
6. Maintain confidential student records and class files.
7. Order and maintain inventory of general office and equipment supplies.
8. Provide proofreading services.
9. Answer phones, direct calls, take messages, answer inquiries, greet and announcement visitors.
10. Maintain lobby and work areas for professional appearance.

MONITOR STUDENT ASSISTANTS:
1. Coordinate and conduct interviews; hire and train with approval.
2. Plan, distribute and supervise work assignments.
3. Train student assistants with office procedures and policies.

QUALIFICATIONS, SKILLS AND ABILITIES:
- High school diploma or GED required.
- Three years of related work experience (or an equivalent combination of education and/or experience) in a customer service-oriented environment.
- Demonstrated computer proficiency with effective and accurate skills in word-processing, spreadsheets and databases.
- Ability to supervise student employees.
- Effective oral and written communication, interpersonal and organizational skills.
- Ability to work with a minimum of supervision and make appropriate decisions and set work priorities.
- Ability to work with confidential information.
- Ability to establish and maintain positive working relationships with faculty, staff and students.
- 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 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 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.