ACADEMIC PROGRAM ASSISTANT
HISTORY, LEADERSHIP STUDIES, WEYERHAEUSER CENTER FOR FAITH & LEARNING
COLLEGE OF ARTS & SCIENCES
25 HOURS A WEEK, 9 MONTHS
HIRING RANGE: $13.54 TO $14.34 PER HOUR

FUNCTION:
Reporting to the department chair of History (primary supervisor), provides administrative support for the
department of History, the Leadership Studies minor, and the Weyerhaeuser Center for Faith & Learning

RESPONSIBILITIES AND RELATED DUTIES:
I. Office Management
   • Provide general administrative duties including answering the telephone, distributing mail, and assisting
     visitors and students.
   • Distribute, gather and supply data in preparation for all meetings, reports, studies, retreats, special events,
     etc.; attend History department meetings, take and distribute minutes; assist these programs in producing
     schedules, reports, announcements, contract loads, etc.
   • Create and maintain paper and electronic files and reports for these programs.
   • Assist in all aspects of ongoing department/program reviews and accreditation work.
   • Monitor budgets and periodically report to these department/program leaders.
   • Be knowledgeable about campus and department/program policies and procedures.
   • Order office supplies as needed; initiate check requests, purchase reimbursements, fund transfers for office
     supplies.
   • Provide oversight for copiers and printers in the History department.
   • Administer requests for facilities and other university support services.
   • Be able to use and to maintain all office machines (scanner, copier, printers, etc.).
   • Assist students with course materials, talent award and scholarship forms and processes, etc.; collect and
     process completed applications to the department chair(s).
   • Provide support for faculty searches in these programs.

II. Faculty and Program Support
   • Assist in course preparation and logistics (e.g., prepare exams and coursework, obtain copies from print
     shop, assist faculty with course management and assessment software such as Blackboard) and acquire
     course materials, including copyright permissions as necessary; assist faculty in entering grades, tallying
     scores and student identification numbers; support off-campus study in these programs as necessary.
   • Maintain record of faculty schedules; maintain Outlook calendars for department chairs and faculty;
     maintain current and past student files.
   • Coordinate department class schedules and web updates with Registrar, the College of Arts & Sciences,
     and Information Systems Department; assist with registration in courses.
   • Provide logistical support for other campus duties of program faculty.
   • Assist with travel arrangements for program faculty and sponsored student travel.
   • Be knowledgeable about these programs.
   • Be the department interface to admissions and coordinate meetings with prospective students.
III. Provide Specific Department Support
   • Oversee Phi Alpha Theta and Phi Eta Sigma memberships.
   • Oversee History department’s CONTACT program.

IV. Fulfill other related duties as assigned by these department chairs/program leaders

QUALIFICATIONS, SKILLS AND ABILITIES:
   • High school graduate or GED required.; University experience desirable
   • Three years of closely related work experience required (an equivalent combination of education and experience may be considered).
   • Demonstrated strong oral and written communication skills, including strong interpersonal skills and an excellent grasp of grammar and punctuation.
   • Demonstrated strong organizational skills.
   • Competence and proficiency in using Microsoft Office products, including Outlook, Word, Excel.
   • Effective ability to supervise student assistants.
   • Ability to work discreetly and maintain confidentiality.
   • Ability to work independently and take direction.
   • Able to identify and deliver high customer service.
   • The ability to relate to students, university personnel, and the public in a warm, considerate, and professional manner.
   • The ability to multi-task and perform a wide variety of tasks with minimal supervision and multiple interruptions.
   • 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.
   • 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 in PDF format, in addition to completing 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.