



POSITION TITLE: Program Assistant (20 hours/week; .50 FTE)

DEPARTMENT: Marketing & Communications

REPORTS TO: Director of Marketing & Communications

SALARY GRADE/ HIRING RANGE: 8/\$15.00-\$15.51

FLSA DESIGNATION: Hourly; Non-Exempt

POSITION SUMMARY:

This part-time position supports the operations of the university marketing & communications office. The program assistant is responsible for processing and tracking graphic design project requests as well as reconciling the marketing & communications budget. The program assistant serves as the primary point of contact for customer service and manages office files and equipment.

CORE RESPONSIBILITIES:

- Provide administrative support
 - Serve as primary point of contact for the office of marketing & communications
 - Answer phones, transfer calls, greet and direct guests
 - Maintain office files (financial records, project details, etc.)
 - Coordinate maintenance of office printers
 - Purchase and inventory office supplies
 - Schedule meetings/events and coordinate associated logistics
 - Communicate day-to-day schedule changes to the marketing & communications staff
 - Route incoming/outgoing campus mail
- Reconcile the marketing & communications budget
 - Post and track debits and credits to the marketing & communications account
 - Manage financial records to ensure balances are current and accurate
 - Submit purchase requests and process purchase orders
 - Submit monthly purchase card logs for the marketing & communications office
- Process and track graphic design requests
 - Process job requests and follow up with the client to clarify details as needed
 - Assign jobs to graphic designers
 - Maintain a job status report and track jobs to completion
 - Work with clients and vendors to facilitate the delivery of publications
- Organize and manage special projects
 - Manage communication for production of the president's newsletter (ongoing)
 - Prepare and distribute laurate and graduation releases to new organizations (ongoing)
 - Manage campus-wide bulk envelope orders (biannual)
 - Compile alumni class notes, births and in memoriam for the alumni magazine (biannual)
 - Additional projects as assigned
- Crisis communications

- Keep crisis communication procedures and documentation up to date
- Monitor media during an event

KNOWLEDGE, SKILLS AND ABILITIES:

- Proficiency in the use of Microsoft Outlook, Word and Excel
- Basic knowledge of accounting and budget management
- Strong interpersonal skills
- Effective verbal and written communication skills
- Strong organization skills with an attention to detail
- Ability to multitask and be productive in a fast-paced environment

MINIMUM QUALIFICATIONS:

- **Education:** Associate's degree
- **Experience:** One or more years of experience providing administrative support, including financial bookkeeping.
- A personal commitment to the Christian faith and to the integration of faith and learning
- Demonstrated growth in cultural competence, awareness of societal and structural inequities and proven experience in effectively establishing relationships and positive communications with students and other constituents across multiple dimensions of diversity including, but not limited to, race, gender, varying abilities, nationality, sexual orientation, gender identity, class or religious perspectives
- A commitment to the educational mission of Whitworth University as a comprehensive Christian liberal arts university affiliated with the Presbyterian church

PREFERRED QUALIFICATIONS:

- Experience using a job tracking system
- Experience managing office files

ADDITIONAL REQUIREMENTS: A background check and sexual misconduct check will be required of the successful candidate. A résumé, cover letter, faith statement, and names, addresses and phone numbers of at least three professional references will also be required. **All Whitworth University employees are required to comply with the university's COVID-19 vaccination policy.**

About Whitworth:

Founded in 1890, Whitworth has consistently ranked among the top regional colleges and universities in the West. Whitworth University has an enrollment of more than 3,000 students and offers more than 100 undergraduate and graduate degree programs. With strong liberal arts undergraduate and graduate programs, Whitworth unites a robust commitment to Christian mission and service, academic rigor and care for students.

Whitworth University's 200-acre campus of red-brick buildings and tall pines offers a beautiful, inviting and secure learning environment. More than \$125 million in campus improvements have been made in recent years.

A community of committed Christian faculty and staff employees carries out the university's mission "to provide its diverse student body an education of the mind and heart," equipping its graduates "to honor God, follow Christ and serve humanity."

Our Benefits:

Whitworth University provides a robust offering of benefits and services to enhance the quality of life of its faculty and staff. Employees who are eligible for benefits may participate in health plans including medical, dental and vision; a generous retirement plan (8% employer match); life insurance and long-term disability insurance. Well-being services include spiritual enrichment, the employee assistance program, and free access to the University Recreation Center and the Megan E. Thompson Aquatic Center. Free tuition for employees and tuition remission programs for spouses and dependents round out the offerings. Additionally, Whitworth employees enjoy 17 paid holidays each year.

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 Christ-centered commitment to building a diverse and inclusive community, the university encourages applications from populations underrepresented at Whitworth including members of racial/ethnic communities, women, and persons with disabilities.