



Administrative Assistant to the Assistant Dean for First Year Experience and Student Success

Department: Office of the Provost

Washington College seeks an Administrative Assistant to support the work of the Assistant Dean for First Year Experience and Student Success and to coordinate administrative functions for the office, working with a significant degree of independence.

Responsibilities:

- Maintain calendar for the Assistant Dean and schedule meetings for students, faculty and staff.
- Assist the Dean in planning and executing programs for first-year students such as Summer Advising and First-Year Advising.
- Work closely with the academic resources team in assisting with student success, such as the Academic Recovery Program.
- Perform basic office and administrative duties as asked by the Assistant Dean and the Provost.
- Answer telephone inquiries and greet visitors, parents, students, faculty members, and staff in a cordial and professional manner.
- Provide back-up administrative support for the Provost and President's Office when needed.

Qualifications:

High school diploma required, some college or college degree preferred. At least three years of administrative experience, preferably in an academic setting. Computer proficiency in Microsoft Office, especially in Word and Excel. Ability to deal with a diverse population in a congenial and effective manner. High level of energy and positivity. Comfortable performing variety of tasks simultaneously. Excellent organizational skills. Discretion and the ability to maintain confidentiality. Concern with accuracy and productivity. Self-motivated. Team-oriented.

To Apply:

When applying please submit a cover letter, resume, and contact information of three professional references through our on-line portal by clicking [here](#). Review of applications will begin immediately and will continue until the position is filled.

Washington College is an Equal Opportunity Employer committed to a diverse cultural environment and encourages applications from women, minorities, disabled persons, and veterans.