



Academic Administrative Assistant Wellesley College

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Job Title: Academic Administrative Assistant
Department: Philosophy Department
Institution: Wellesley College
Wellesley, Massachusetts

Date Posted: Jul. 21, 2009

Application Deadline: Open Until Filled
Position Start Date: August 2009

Job Categories: Professional Staff

Academic Field(s): Philosophy

Job Website: <https://career.wellesley.edu>

Job Description:

The Administrative Assistant provides administrative and operational support for the Philosophy Department.

Responsibilities include: supporting the department chairs and teaching needs of faculty members; coordinating the hiring process of new faculty; helping assemble the curriculum, monitoring and preparing budgets; and, managing work study students and serving as internal and external communications expert for the departments. This includes overseeing logistics around events, preparing written materials and performing website maintenance.

Schedule: 20 hours per week, 10 months per year, with the possibility of an increase to full-time, doing similar work for another department, if a candidate is interested.

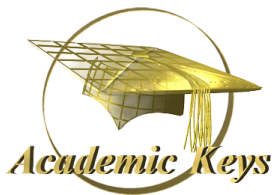
Requirements: Some college or equivalent 3+ years of office experience; computer skills, including Word, Excel, database and website; strong oral and written communication skills; and, excellent organizational and problem solving skills.

Must be able to respond to varied demands and multiple projects simultaneously, as well as be able to work effectively in a culturally diverse environment.

EEO/AA Policy:

Wellesley College is an EO/AA educational institution and employer.

The College is committed to increasing the diversity of the college community and the curriculum. Candidates who believe they will contribute to that goal are encouraged to apply.



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Visit our website, at:

www.wellesley.edu/HR/

Contact Information:

Please reference AcademicKeys.com in your cover letter when applying for or inquiring about this job announcement.

Contact: Susan Doherty
Human Resources Department
Wellesley College
106 Central Street
Wellesley, MA 02481