



Administrative Assistant Wellesley College

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Job Title: Administrative Assistant
Department: Harambee House
<http://www.wellesley.edu/Harambee/mission.html>
Institution: Wellesley College
Wellesley, Massachusetts

Date Posted: Jul. 31, 2009

Application Deadline: Open until filled
Position Start Date: Available immediately

Job Categories: Professional Staff

Academic Field(s): Literature - African-American
Interdisciplinary Studies
History - African American
Ethnic/Multicultural Studies
African American Studies

Job Website: <http://www.wellesley.edu/>

Apply Online Here: <https://career.wellesley.edu>

Job Description:

Manages the day-to-day operation of Harambee House; oversees all aspects of office administration and coordination, including office management, directing communications and budget and fiscal management; manages short- and long-term projects, including events, coordinating the director's calendar and supervising work study students; and, other duties, as assigned by the Director of Harambee/Advisor of Students of African Descent.

Schedule: 21 hrs. per week, 10 months.

B.A. or extensive office experience in comparable setting; strong computer skills, including Word, Excel, database and web experience -- banner experience a plus; ability to use and learn new technology; perform multiple tasks simultaneously in an effective manner; and, communicate effectively with a broad spectrum of culturally diverse individuals and groups, especially students of African descent.

To learn more about Harambee House, please review their website, at:

<http://www.wellesley.edu/Harambee/mission.html>

To apply online, please use the following link:



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or, send a cover letter and resume, to:

Human Resources Office, Wellesley College, 106 Central Street, Wellesley, MA 02481

Position is open until filled.

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.

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: Human Resources Department
Harambee House
Wellesley College
Wellesley, MA

Contact E-mail: working@wellesley.edu