



Elizabethtown College

Human Resources

Job Opportunity

Office Assistant

Elizabethtown College is currently seeking a **Part-Time Office Assistant** with the Center for Continuing Education and Distance Learning. The position is housed at the College's York location in southern York. The incumbent will be responsible for providing administrative support Monday through Thursday evenings and Saturday mornings to York Center adult students, faculty and staff.

Applicants must possess excellent customer service skills, organizational skills, and verbal/written communication skills. Candidates must be technically proficient with computers and technology, detail-oriented, and able to multi-task. Experience in higher education with adult learners is preferred.

Elizabethtown College, located in southeastern Pennsylvania, offers adult degree programs which have exceeded all seven national benchmarks of effectiveness in serving adult learners in higher education. Our reputation for academic excellence and access in adult learning drives our continual effort to offer the best learning programs for adults in the Central Pennsylvania area. For more information consult www.etowndegrees.com.

To apply, candidates should send a letter of interest, employment application (found at www.etown.edu/humanresources - Job Opportunities), resume, and contact information of three references to:

hr@etown.edu (preferred)

-OR-

Elizabethtown College
Attn: Human Resources
One Alpha Drive
Elizabethtown, PA 17022

For more information visit: www.etown.edu/humanresources

As an affirmative action/equal opportunity employer, Elizabethtown College is seeking candidates who will enhance the diversity of its faculty, staff, and administration.

Application Deadline: November 13, 2009
