



Elizabethtown College

Career Opportunity

Part-Time Administrative Assistant S. Dale High Center for Family Business

The High Center at Elizabethtown College is seeking an experienced professional to fill the role of Administrative Assistant. The primary purpose of this position is to assist the Coordinator of Membership Development in planning, organizing, and coordinating projects and activities associated with this office. The incumbent will perform data entry, arrange mailings (prepare, distribute), conduct background research and complete questionnaires and surveys from external sources. Other responsibilities will include assisting the Coordinator of Membership Development with multiple Contact Management Systems (Sales Force, Constant Contact & Jenzabar), coordinate and schedule campus events and log mileage updates from Directors, Coordinator, staff and volunteers. Occasional early morning and evening work required.

Candidates must have a high school diploma plus three to five years of office and organizational experience. Proven administrative experience, knowledge of MS Office (Outlook, Excel, Word, Power Point) and excellent verbal and written communication skills preferred.

The anticipated hiring range is \$13.10 - \$14.00 per hour.

Located in southeastern Pennsylvania, Elizabethtown College offers its 1,900 students more than 53 academic programs in the liberal arts, sciences and professional studies. Driven by its commitment to "Educate for Service," Elizabethtown centers learning in strong relationships, links classroom instruction with experiential learning, emphasizes international and cross-cultural perspectives and nurtures the capacity for lives of purpose and leadership as global citizens. For more information, consult <http://www.etown.edu>.

To apply, candidates should send a letter of interest, employment application, 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: <http://www.etown.edu/jobs>

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