



Administrative Assistant

Kentucky Wesleyan College is a leader in liberal arts and professional education with a long-standing reputation for quality and academic excellence. Currently serving approximately 700 students, Kentucky Wesleyan provides a challenging and supportive academic experience, a positive work environment, and a stimulating culture. Kentucky Wesleyan produces highly qualified graduates who become successful professionals in the career of their choice and valuable members of their communities.

Kentucky Wesleyan College seeks applicants for a full-time Administrative Assistant for the Student Success Center. Major responsibilities include but are not limited to:

1. Serving as an important initial contact for Student Success Center.
2. Assisting students and others seeking information.
3. Providing administrative support for the Center, including but not limited to scheduling, word processing, maintaining files, ordering and maintaining office supplies, etc.
4. Assisting with the tutoring program, including contacting tutors and students, managing tutor timesheets, and updating the tutor list.
5. Making presentations about study skills or office services occasionally.
6. Managing confidential information in a professional manner.

Applicants must have at least two years of previous administrative assistant experience, a high school diploma or G.E.D (an associate or bachelor's degree is preferred), and excellent office management, computer (MS Office), and communication skills. The successful applicant must be a student-centered, solution-focused problem solver.

This full-time position has access to a full range of employee benefits, including health, dental, vision, and life insurance; retirement plans; tuition plans; and a generous benefit time program. The position will be off work for one month during the summer.

To apply, please submit a cover letter, resume, and contact information for three professional references to Cindy Sublett, Human Resources, at csublett@kwc.edu.

Kentucky Wesleyan College is an equal opportunity employer.

Review of applications will begin immediately and will continue until the position is filled.