



Administrative Assistant Student Life and Education

Kentucky Wesleyan College, a private, liberal arts college with a long-standing reputation for quality and academic excellence, invites applications for a full-time Administrative Assistant to join our community and provide support and assistance to the Student Life Office and the Education Department.

Major Responsibilities

- Serves as the first point of contact for the Student Life Office, greeting and assisting callers and visitors.
- Provides office management and clerical support, including but not limited to preparing documents and reports, data entry, maintaining electronic and paper files, coordinating meetings, and assisting with financial transactions and records.
- Enters and updates housing assignments in the software system and assists with the billing of housing charges.
- Coordinates field experience placements with teacher education candidates, collaborating with school administration in arranged school districts.
- Keeps in contact with public schools concerning educational scholarship opportunities.
- Maintains and updates all program and course data within the Kentucky Educator Preparation Review System.
- Prepares materials for advising for teacher education students.
- Assists with special events in Student Life and Education.

Qualifications

- High school diploma or GED. Bachelor's degree preferred.
- At least three years of experience as an administrative assistant or similar role.
- High level of comfort using computers, MS Office (Word, Excel, Outlook), and databases, with the ability to learn new programs and software.
- Excellent verbal, written, and interpersonal communication skills, with the ability to communicate in a professional manner with a variety of groups.
- Prioritization and organizational skills with attention to detail.
- Motivated self-starter who can work independently and amid distractions.
- Ability to handle sensitive or confidential information appropriately.

Compensation and Benefits

This full-time position offers a comprehensive benefits package, including the following:

- Insurance – health, dental, vision, supplemental
- Life insurance at no cost to the employee
- Paid time off – 16 days per year
- Paid holidays – 20 days per year
- Retirement plan
- Free tuition at KWC after one year plus tuition arrangements with hundreds of other colleges and universities

This position is a nonexempt position and will be paid on an hourly basis. The anticipated wage range for this position is \$14 to \$19 per hour.

As Kentucky Wesleyan is a not-for-profit institution, employees may be eligible for loan forgiveness under the Public Service Loan Forgiveness Program of the US Department of Education.

Application Process

To apply, please complete the online application at <https://kwc.edu/application-for-employment/>. As part of the online application, please attach a file that contains a cover letter, current resume, and contact information for three professional references. Review of application materials will begin September 23 and will continue until the position is filled. A background check will be required of the hired candidate. The College will not sponsor applicants for work visas. Kentucky Wesleyan College is an equal opportunity employer and is committed to attracting qualified candidates from underrepresented groups.

About Kentucky Wesleyan College

Kentucky Wesleyan College is a private, four-year liberal arts institution located in the vibrant city of Owensboro. A United Methodist-related college founded in 1858, Wesleyan is known for excellence in academics and a superior residential experience. Kentucky Wesleyan College has been consistently ranked by U.S. News & World Report as one of the Best Regional Colleges in the South and one of the Top Performers in Social Mobility in the South. The Princeton Review has also recognized KWC as a “Best in the Southeast” college for several consecutive years.

Kentucky Wesleyan students can choose from 29 majors and 13 pre-professional programs. Classes have a 13-to-1 student-faculty ratio, and 88 percent of the faculty have a Ph.D. or terminal degree. The College is accredited by the Southern Association of Colleges and Schools Commission on Colleges.

The Kentucky Wesleyan Panthers compete in NCAA Division II and are charter members of the Great Midwest Athletic Conference. Athletic teams include baseball, basketball, football, golf, soccer, softball, tennis, volleyball, and wrestling.

The College employs approximately 200 faculty and staff who work together on a single campus. Kentucky Wesleyan provides a challenging and supportive academic experience for students and a positive and stimulating work environment for employees.

A hallmark of the Kentucky Wesleyan experience includes “The Wesleyan Way” which guides our community:

- We do everything with honor.
- We always support each other.
- We will compete with integrity.
- We love each other in Christ.

Kentucky Wesleyan College values the unique contributions of all members of our campus community. As part of our mission to prepare future leaders intellectually, spiritually, and physically, we strive to provide an atmosphere that encourages and challenges all members of the Kentucky Wesleyan College campus community to exhibit an understanding and appreciation of cultural and human differences. We are committed to being a community that reflects the diversity of our larger society. We expect all members of our institution to actively create and maintain an inclusive learning and living environment that embraces diversity in all forms, including race, ethnicity, gender, gender identity, socio-economic status, national origin, sexual orientation, disability, religion, and thought.