



ALLENTOWN PA

Position Title: Administrative Assistant and Office Manager, IJCU
Supervisor: Director, Institute for Jewish-Christian Understanding
Classification: Staff Associate (non-exempt), part-time (1500 hours/year)

This position provides support to the director and other program staff of the Institute for Jewish-Christian Understanding (IJCU) in sustaining and advancing the work of the Institute.

Characteristic Duties & Responsibilities:

- A. Management of all office functions, including
 1. phone and in-person reception and hospitality with students, community constituents, program participants, and visiting scholars
 2. correspondence management, with full responsibility for some routine correspondence
 3. processing of contributions and accounts payable, in cooperation with the Office of Advancement and the Controller's Office
 4. records management of a comprehensive filing system for correspondence, program materials, and financial records, as well as an electronic database of constituents, in cooperation with the Office of Information Technology and the Office of Advancement
 5. purchasing and oversight of supplies, office equipment, and furnishings, in cooperation with the College Purchasing Office and Plant Operations
 6. supervision of administrative work-study students.

- B. Program support, including
 1. coordination of registration and logistics, including room reservation, menu selection, media coordination, materials preparation, etc., for educational programming and social functions, in cooperation with other College offices (Seegers Union, Media Services, Controller, Mail Room, Copy Center, Sodexo, Plant Operations, Religion Studies, Theatre, other academic departments) and community partners (Jewish Federation, Jewish and Christian congregations, community service groups)
 2. generation, production, and distribution of external communications, including press releases, flyers, brochures, newsletters, the IJCU web site, and social media messaging
 3. other duties as assigned.

Qualifications:

1. Office management skills, including word processing, web design, and computerized financial and database record keeping (current programs in use include MS-Office suite, GSuite, Adobe Photo Shop, and T4 web management; WordPress skills also helpful).
2. Strong organizational skills with attention to detail and independent judgment.
3. Ability to take initiative and work independently on regular duties.
4. Pleasant, professional, responsive interaction with students, staff colleagues across the campus, public, and IJCU constituents.
5. Team approach to programs and projects.
6. Experience or willingness to develop familiarity with interfaith programming.

Muhlenberg College is an Equal Opportunity Employer. All employees are expected to support Muhlenberg's commitment to function as a diverse, caring, inclusive community.