



CLAREMONT SCHOOL OF THEOLOGY AT WILLAMETTE UNIVERSITY

Position Title: Administrative Assistant

Immediate Supervisor: Wm. Andrew Schwartz, Executive Director of CPS

Department: Center for Process Studies

Status: Part-Time (20 hrs per week)

Location: Salem, OR

Pay Rate: Starting rate is 18-20 per hour

Start Date: January 2022 (*Open Until Filled*)

Summary

The Administrative Assistant for the Center for Process Studies performs a variety of clerical duties, including but not limited to answering telephones, taking messages, and answering basic questions about CPS business; acting as the office receptionist and providing hospitality services to visitors; organizing office files; using computer skills to enter and maintain data; preparing correspondence, etc.

Required Competencies

- Strong written and oral communication skills.
- Interpersonal skills (working with other staff, faculty, and researchers from around the world).
- Computer literacy (skilled or ability to learn Google Drive, QuickBooks, Adobe, etc.).
- Self-directed organizational and time-management skills
- Creative problem-solving skills

Language Ability

Excellent communication and interpersonal skills are preferred. The successful candidate/employee will be required to use written and/or oral communication in English. The position requires the ability to write standard correspondence. The ability to read and comprehend simple instructions, short correspondences, and memos is necessary. It also requires the ability to read, analyze, and interpret general business memos.

Reasoning Ability

This position requires strong organizational skills and the ability to manage multiple ongoing projects; proficient in multitasking. Creative problem-solving skills required.

Computer Skills

We use a blend of tools and programs, including Microsoft Word, Google Docs, Adobe and more.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor, policy and company management.

Claremont School of Theology is an Affirmative Action/Equal Opportunity Employer.

To Apply:

Submit a resume and cover letter to CPS Executive Director, Wm. Andrew Schwartz <aschwartz@cst.edu>.