HARRISBURG CAMPUS

Job Posting No. SS-01-2013 – Revised Posting

Band C04 - $13.09 to $14.40

Secretary, School of Nursing

Part-time: 20 hours per week

RESPONSIBILITIES:
Widener University’s School of Nursing, Harrisburg Campus is currently seeking candidates for the Secretary position to be responsible for providing secretarial support to the graduate program faculty and students, supporting the SON reporting requirements, and supporting the School of Nursing as requested on the Harrisburg Campus, in collaboration with graduate secretaries on the Main Campus in Chester. This position reports Assistant Dean for Nursing on the Harrisburg Campus. This is a 20 hour per week position.

QUALIFICATIONS:
Required qualifications include high school diploma or equivalency; a minimum of two years secretarial experience in a service oriented environment; prior experience in use of personal computers, applicable software and the internet; proficiency in Microsoft Office Suite, Word and Excel; superior interpersonal skills and oral and written communication skills; and the ability to use the Internet to locate information. The candidate must have strong communications skills – verbal and written – including phone, letters, email, voice-mail, and one-on-one.

Preference will be given to candidates who have three to five years secretarial experience, experience with database management, experience with Microsoft Access and PowerPoint, and/or expertise with using Microsoft Office to perform mail merge for correspondence

Completed application packets must include an application, cover letter, resume and contact information for three professional references. Downloadable applications can be found on our website at http://www.widener.edu/about/widener_leadership/administrative/hr/careers.aspx under Support Staff Positions. Complete application packets can be mailed directly to Keith Wong in the Office of Human Resources at Widener University, One University Place, Chester, PA 19013 or emailed to kwong@widener.edu.

Widener is a metropolitan university that connects curricula to social issues through civic engagement. Dynamic teaching, active scholarship, personal attention, and experiential learning are key components of the Widener experience. The university’s robust diversity agenda embodies the values of access, inclusion, academic excellence, innovation, and leadership.

EOE M/F/V/D