MAIN CAMPUS

Job Posting No. SS-03-2013

Hiring Range - $16.00 to $18.00

Leadership Certificate Coordinator

Part-time 12 months – 20 hours per week

RESPONSIBILITIES:
Widener University’s Oskin Leadership Institute is currently seeking candidates for a Leadership Certificate Coordinator to be responsible for the coordination all aspects of Widener’s Leadership Certificate Program under the supervision of the Executive Director of the Oskin Leadership Institute. This is a part-time, 20-hour per week position. Some of the specific duties include:

- Coordinate all aspects of the Widener’s Leadership Certificate Program, including interfacing with participating students, faculty, staff and administrators.
- Organize and schedule of all program workshops and events.
- Edit all workshop descriptions to ensure format consistency
- Operate office equipment to include personal computer and related software, copy machines, calculators and printers as required.
- Coordinate and manage web-based aspects of the program, including online registration
- Act as liaison between the Oskin Institute and Widener’s IT support staff as well as a wide variety of key constituents, inside and outside of Widener.
- Maintain all records for the program (i.e., number of workshops, number of students attending, evaluations, etc.)
- Help to develop and revise protocols for new instructors
- Supervise student workers
- Help to design and support the campus-based marketing of the program

QUALIFICATIONS:
Required qualifications include an Associate’s degree and 1 to 3 years of professional, related experience; mastery of Word, Excel, PowerPoint and internet search software. A strong ability to perform mail merges by interfacing Word with Excel; the ability to use the Internet to locate information; strong or intermediate skills in function specific database software; and strong communication skills, verbal and written, including phone, letters, email, voicemail and one-on-one. Preference will be given to candidates who have Bachelor’s degree.

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 the Keith Wong, 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