

Lincoln University Job Description

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| Job title: | <i>Program Assistant</i> |
| Department: | <i>Career Services</i> |
| Reports to: | <i>Director of Career Services</i> |

Qualifications:

- 60+ college credits, Associate's degree, specialized training or certification in related area, or five or more years of related and commendable work experience.
- Demonstrated advanced working knowledge of finance procedures and systems.
- Outstanding analytical, technical, multi-tasking, time management, organization, and interpersonal skills.
- Exceptional ability to build and maintain effective working relationships.
- Exceptional data entry and processing skills.
- Proficiency in automated financial/records management and document processing systems, i.e., MS Office Suite of Applications.
- Work well independently and in a team environment.
- Demonstrated ability or experience in event Management/Planning for events involving at least 400 guests.
- Commitment to professional development and maintaining confidential information.
- Experience with mentorship of teen-agers or young-adults from at-risk backgrounds.

Essential Duties and Responsibilities:

Within established department procedural guidelines, the incumbent performs advanced or complex administrative support functions to complete assigned duties and ensure compliance with University policies and external/governmental agency regulations. Essential job functions may include, but not limited to the following:

- Involved in all operational aspects of the university's annual career fair (especially the training of student staff and volunteers, food arrangements with the university's official catering organization, arrangement of vendor table layout, and processing vendor registrations and payments.
- Plan and coordinate office workflow to meet departmental performance objectives and ensure operational efficiency.
- Perform advanced data and document processing functions in automated systems.
- Daily management of the office's work-study and work-aid student employees and student volunteers.
- Respond to walk-in, e-mail and telephone inquiries and resolve related issues.
- Maintain an organized office and protect sensitive/confidential information.

- Access, retrieve and store records according to established file systems.
- Perform general business and banking transactions, i.e., manage cash receipts, prepare bank deposits, purchase orders, account reconciliation, and accounts and receivable.
- Prepare and distribute general correspondence and financial reports; compile and analyze financial and/or statistical data.
- Completed special or cyclical projects and additional tasks that reflect the nature of the actual work assignment.

Working conditions:

Work is primarily performed in a university campus environment and requires a flexible schedule including evening and weekend work. Travel for administrative work is expected. The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.

Physical Demands:

Moderate lifting up to 20 pounds as frequently as needed to move objects; dexterity to write and manipulate computer keyboard and mouse; ability to hear and speak clearly; and body mobility to stoop, kneel, bend and reach.

Application Submission:

- Submit a letter of interest/cover letter.
- A detailed resume listing qualifications and experience
- Names, addresses, and telephone numbers of at least three professional references.

To apply, please submit documentation to the following address:

Office of Human Resources
Lincoln University
1570 Baltimore Pike
P.O. Box 179
Lincoln University, PA 19352

Or

Email: apply@lincoln.edu