

# Lincoln University Job Description

<b>Job title:</b>	<i>Program Assistant</i>
<b>Department:</b>	<i>Counseling &amp; Human Services</i>
<b>Reports to:</b>	<i>Director, Counseling &amp; Human Services (Philadelphia Campus)</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 to use good judgment, follow through on assigned tasks, and maintain confidentiality.
- Commitment to professional development.

## **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:

- Plan and coordinate office workflow to meet departmental performance objectives and ensure operational efficiency.
- Perform advanced data and document processing functions in automated systems.
- Prepare and distribute financial reports.
- 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.
- Compile and analyze financial and/or statistical data.
- Prepare and distribute general correspondence and financial reports.
- 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](mailto:apply@lincoln.edu)

**IMPORTANT NOTE: Please indicate job title in Subject Line when emailing.**