



Posting Date: December 2018

Position: Coordinator - Student Affairs Operations

Department: Student Affairs **Hours per Week:** Full-time

Alverno College is a private liberal arts college with an internationally acclaimed ability-based program and diverse student body. Our low instructor-to-student ratio and collaborative faculty contribute to a positive learning environment. We provide students with real-life, hands-on experiences in the classroom, in study abroad opportunities and in professional internships related to their major. These experiences, among others, have resulted in Alverno College being ranked higher than any other college in Wisconsin in its “Strong Commitment to Teaching” category for the ninth consecutive year.

This is a full time staff position. Salary will be commensurate with qualifications, education, and experience. Alverno College health, disability, and retirement plan enrollment is available to full time employees and eligible dependents. Tuition benefits are available for employees and qualified dependents.

Primary Duties and Responsibilities

*The following information is not meant to be all-inclusive.
Other duties and responsibilities may be assigned as necessary.*

Serves as a collaborative member of the Student Affairs team, administratively supports the Vice President for Student Affairs and Associate Dean of Students, and partners with colleagues to accomplish thoroughly planned and well executed projects and special events. Coordinates division operations and provides exceptional student service through the Dean of Students Office. Supervises student staff, provides division wide organizational support, and manages most commencement related logistics.

Qualifications and Education

- Bachelor’s degree required.
- Five years of administrative support or office management experience, including supervision, in a fast-paced environment is required. Project management experience preferred.
- Sophisticated computer skills using Microsoft Word, Access, Excel, Outlook, and Publisher or In Design is required. Familiarity with Colleague, Informer, and IOL preferred.
- Ability to manage multiple projects with minimal direction, ensure attention to detail, develop innovative ideas, and meet challenges with resourcefulness.



- Ability to work with a team, develop positive work relationships, and interact effectively with a variety of audiences and departments.
- Requires excellent written and oral communication skills, as well as basic math skills.
- Ability to communicate and respond to both internal and external customers professionally and in a timely manner is a necessity.
- Some evening and weekend work required.

Successful candidates will have a demonstrated commitment to promoting diversity, inclusion, and multicultural competence in an educational and work environment and must be willing to contribute to the College's strategic plan of inclusion.

How to Apply

Apply on-line at <http://www.alverno.edu/jobs>

Selection of the final candidate is contingent upon successful completion of a criminal background check and verification of the above listed qualifications.

Please attach a cover letter, current CV, statement of teaching philosophy, and names and contact information for at least three professional references.

Alverno College is an Equal Opportunity Employer and committed to workplace diversity