



General Education Department

Part-Time Staff Employment Opportunity

The General Education Department seeks a part-time Department Secretary to work 20 hours a week, including some evening and weekends. The hourly salary is \$12.00 and does not include health benefits.

The Secretary will:

- Answer telephones, greet visitors, and respond to requests.
- Maintain department databases and records.
- Assist with coordinating meetings and special events.
- Prepare mailings and other college communications.
- Adhere to high professional standards and maintain confidentiality of student and staff information.
- Perform other clerical and administrative duties assigned by the department's administrative assistant.

The candidate should have an associate's degree; a bachelor's degree is preferred. The successful applicant must be proficient using Microsoft Office software, have excellent communication and organizational skills, and be able to multi-task and stay positive in a fast-paced work environment.

Interested applicants should email a cover letter and resume including references to generaleducation@goodwin.edu.