Harcum College in Bryn Mawr, PA, a leader among the nation’s independent, two year colleges, has an immediate opening for Career & Transfer Office Coordinator. This is a part-time position with an expectation of 20 hours per week. This position will be responsible for providing administrative support for office operations, serving as first point of contact for students, parents, faculty, staff, alumni, employers and other constituencies. This person will also be responsible for providing recruiting assistance to employers, coordinating employer and college recruiting visits, maintaining database information and reports, social media marketing, and monitoring student workers.

The mission of The Career and Transfer Department is to equip all Harcum College students and alumni with the skills necessary to have a competitive edge in their academic and career arenas. We also seek to Empower, Educate, and Train students to proactively engage in the career and transfer process as well as chart their path toward life-long career achievement.

Responsibilities:

- Provide daily maintenance of student virtual job-board and files
- Manage Career Center operations
- Increase student engagement through website updates and social media
- Provide support for assessment
- Arrange details of alumni/student events
- Record alumni contacts using appropriate campus-wide tools
- Provide administrative support to the Career and Transfer Department
- Monitor and empower student work force.
- Assist with all Career and Transfer special projects as requested and other duties as assigned.

Qualifications

- Bachelor’s Degree preferred but not required.
- 2-5 years of experience in an administrative support role
- Strong interpersonal skills and ability to create a welcome atmosphere for the office.
- Experience with database management
- Experience with website maintenance
- Experience managing student staff or paraprofessional staff
- Good writing skills
- Ability to prioritize and manage multiple projects simultaneously
- Ability to work in a fast-paced environment
- Strong customer service skills
- Strong teamwork skills
- Ability to work with confidential information
WORK ENVIRONMENT:

Work is typically performed in an office environment with a high level of student contact. During peak periods such as beginning of term, incumbent will typically work extended hours possibly including weekends. The incumbent is also asked to demonstrate a sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

ABOUT HARCUM COLLEGE

Harcum College is an independent, coeducational, fully accredited, residential college. The College offers associate degrees in allied health, business and social science, as well as certificates and a variety of continuing studies programs.

Founded in 1915 by Edith Hatcher Harcum and Octavius Harcum, it was the first college in Pennsylvania chartered by the state to offer the associate degree. Today Harcum has degree programs on its Bryn Mawr Campus, located about 20 minutes west of Philadelphia, programs online and at Partnership Sites throughout the region, serving approximately 1,500 students.

Harcum provides quality instruction from faculty, close student-faculty collaboration, small class sizes, and individualized support services.

COMPENSATION

Harcum College offers a comprehensive benefits package and the salary will be commensurate with experience. Harcum College is an Equal Employment Opportunity employer. Resumes MUST include salary requirements for consideration of employment.

Please send cover letter and resume including work history to:

Claudine Vita
Executive Director, Human Resources & Compliance Officer
Harcum College
750 Montgomery Avenue
Bryn Mawr, PA 19010
Fax: 610-526-6011

Preferred response for this position is via email: cvita@harcum.edu