

Job Summary and Application Information

The Administrative Assistant is a part-time (20 hours a week), non-exempt position reporting to the Director of the Wesley Foundation (Campus Minister). This position provides administrative support for the Director, clerical support for the Wesley Board, and general operational support for the Wesley House. Daily interaction with guests, college students and house residents is required, along with a focus on using Microsoft Office (Word, Excel, Publisher, and Outlook), Gmail, and social media.

Normal work hours are Monday – Friday from 10am to 2pm, however with the approval of the Director, flexibility in the hours or days of work is available. Depending on qualifications, the annual salary range is from 20,000 – 23,000 per year.

How to apply: Please send an email to the Wesley Personnel Committee johndunning@cox.net with a cover letter indicating why you are interested in the position and a copy of your resume attached to the email.

For general questions about the position, email johndunning@cox.net.