Position Announcement

Western Connecticut State University
WCSU Foundation
University Assistant
Part Time – 19 hours per week

Western Connecticut State University’s Institutional Advancement office is accepting applications for a part-time University Assistant to assist with the WCSU Foundation. This is a part-time position – 19 hours per week.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, members of LGBTQIA and BIPOC communities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. WCSU is honored to be awarded the federal designation as a Hispanic Serving Institution (HSI). This accomplishment marks a pivotal moment in our progress toward fostering diversity, equity, and inclusion within our campus community.

This part-time position will be to assist the WCSU Foundation Business Manager. This role involves aiding in financial administration, accounts payable, meeting coordination, and the overseeing of social media content. This role requires meticulous attention to detail, strong organizational skills, and the ability to collaborate effectively with various stakeholders. More information on the department may be found at www.wcsu.edu/giving/.

**Responsibilities include:** Assist with specialized financial accounting processes; Assist with the processing, tracking, and database code of transactional gifts; Assist with Accounts Payable as needed; Maintain and update spreadsheets to track relevant data and information; Assist in arranging Board and committee meetings; Prepare meeting materials and ensure all logistical arrangements are in place; Prepare accurate and timely minutes for Board and committee meetings; Assist in creating and scheduling social media content; Monitor social media channels and engage with followers as directed.

**Qualifications:** Bachelor’s degree in Business Administration, Accounting, or a related field preferred; Experience with financial administration and/or accounts payable processes is desirable; Strong proficiency in spreadsheet software (e.g., Microsoft Excel) and database management; Excellent organizational skills and attention to detail; Ability to communicate effectively and professionally; Experience in social media management or content creation is a plus.

**Salary/Work Hours:** $24.00 per hour. This position will be 19 hours per week. This is an in-person assignment and will not work remotely. Work hours will be Monday – Fridays between the hours of 8 a.m. – 5 p.m. Exact work schedule to be determined at time of hire. $24.00 per hour. Information on benefits may be found on the Human Resources website: http://wcsu.edu/hr/benefits/. Please note, there are no paid benefits for this position. All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check. WSCU is committed to providing a safe campus community. Background investigations include reference checks and criminal history record checks.
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As WCSU is a dynamic, diverse workplace, the proven ability to work effectively with people from a variety of backgrounds and cultures is highly valued.

**Application Process:** Prospective candidates must apply via email by submitting a cover letter, which includes the contact information for (3) current professional references and a resume and a resume to: Ms. Peggy Boyle - email: hrpositions@wcsu.edu. In email subject line of reference: Your Last Name – UA – WCSU Foundation. Review of applications begins immediately and will continue until the position has been filled.