Webster University, a not-for-profit University based out of St. Louis, is hiring for a Coordinator position at the Southern Maryland Higher Education Center in California, Maryland. The full-time position requires a Masters degree or substantial progress to one and current enrollment in pursuit of it. The position closes for resumes on July 2nd. The previous incumbent took a promotion within our regional structure.

Job Description (75 word max)

The Webster University Southern Maryland Campus is seeking qualified applicants for a full-time Campus Coordinator position. The Coordinator will be responsible for campus operations, administrative responsibilities to students, faculty and base education office personnel. Incumbent performs other duties as assigned, and reports to the Regional Director for the National Capital Region. This is a 37.5 hour per week position with some evening and weekend work required. Salary is in the low 40Ks.

Qualifications: (50 word max)

Requirements include a Master’s Degree, office administration experience, strong leadership and management skills, excellent customer service skills, professional appearance, exceptional communication skills, high motivation, the ability to deal with diverse individuals, and academic environment experience. Person must have a proven track record of success and be able to work in a highly collegial workplace and be able to recruit new students and retain existing ones. Networking and marketing abilities are critical enablers of success.

Person must have computer skills that include MS Office, e-mail, and internet usage required. All applicants must have a valid driver’s license and social security card.

Contact Information:

Please, submit cover letter, resume, and transcripts via email, fax, or regular mail. No phone calls, please. Applications will be accepted through July 2, 2014.

Webster University
Attn: Sean J. Coleman
Re: Campus Coordinator, Southern Maryland
E-mail: seancoleman95@webster.edu
Fax: (202) 561-7263