AMERICAN SCHOOL OF CLASSICAL STUDIES AT ATHENS

FOUNDED 1881 www.ascsa.edu.gr

Full-time Programs Assistant Duties:

Clerical Duties
General clerical support, including the preparation of meeting materials, mailings, general correspondence, database entry (as needed), as well as other office duties.

Responds to program and applications requests.

Researching School history as necessary for special projects.

Updates Programs, Fellowships, and Managing Committee webpages.

Other related duties, as necessary.

Support for the Managing Committee
Helps to support and coordinate the work of the Managing Committee's standing committees in conjunction with the Programs Administrator.

Works in support of the Managing Committee selection committees along with the Programs Administrator to compile and distribute applications; correspond with applicants; upload documents to virtual workspaces. Distributes and compiles membership processing forms.

Assists in program promotion. Compiles and sends School material to various contacts.

Data entry in database as requested in support of the Managing Committee and Cooperating Institutions (Raiser's Edge).

Works with the Programs Administrator to arrange Managing Committee meetings, including catering, room assignments, and compiling materials for distribution.

Position reports to the Programs Administrator.

Qualifications: General background in office administration activities. Computer literacy, especially Microsoft Word, Excel, Adobe Acrobat. Excellent written and oral communications skills. Database experience is preferable, but not necessary (Raiser's Edge) as on-the-job training will be provided. At least a BA or Associate's degree.

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