

**Western Institute for Lifelong Learning
Is Recruiting for a
WILL Office Specialist (Temporary, Part-time)
info@will-learning.com**

Western Institute for Lifelong Learning (WILL) provides programs for continued learning and intellectual discovery for adults in an expansive and informal learning environment. Though part of the Western New Mexico University family, WILL is a unique organization run primarily by and for its members. WILL has been a part of our educational community for over three and a half years. WILL is a growing, vital, people-centered organization that invites participation and involvement from our community as we grow into a well-established program for lifelong educational pursuits.

General Job Description: The major purpose of this position is to assist the Will President and Registrar with a range of administrative tasks (below) in order to: (1) maximize the efficiency and effectiveness of the WILL organization, (2) maximize satisfaction of WILL members, and (3) work effectively in relationships with other departments on campus and outside vendors.

Duties & Responsibilities: There are a wide range of tasks associated with this position.

- Answering phones, email, and responding to walk-in visitors to the WILL office and communicating as necessary with various WILL constituents, such as WILL members, potential members, committee members, course facilitators and course shepherds
- Serving as an “ambassador” to WILL members and others interested in WILL, i.e., contributing to a high level of customer relationships.
- Maintaining and generating information from the WILL database in a timely and accurate manner.
- Maintaining organized computerized and hard copy files.
- Doing a range of mailings and other correspondence.
- Assisting with WILL operations when courses are in session.
- Working with the Volunteer Coordinator to maintain records of volunteers.
- Performing general office duties.

Qualifications:

- Competence and comfort working with email, Internet, Twitter, and blogging required
- Competence and comfort with multiple computer applications such as Microsoft Word, Filemaker, (and/or other database packages), Microsoft Excel (and/or other spreadsheets), Adobe Acrobat required.
- 6 months of clerical/office experience required
- Excellent organizational skills, attention to details and sound judgment required
- The ability to multitask administrative activities required
- Excellent interpersonal and communication skills, and being a team player required
- Experience with diverse groups preferred
- Bachelor’s Degree preferred

Rate of Pay: \$9.00 per hour

In office training will begin on first day of hire
Number of annual hours: Approximately 650

How to Apply: Complete an WNMU online application (<http://www.wnmu.edu/jobs/employmentapp.shtml>) and submit via email a resume, letter of interest, and three complete references with names, addresses, and phone numbers to: willpresident@gmail.com or mail to Attn: WILL – Jeannie Miller, P.O. Box 680-487, Silver City, NM 88062.

Review of applicants will begin on Monday, February 13, 2012 and will continue until the position is filled.