



**Administrative Coordinator  
President's Office**

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**Position Summary**

Mitchell College is currently seeking a full-time Administrative Coordinator for the President's Office, who will provide general office and administrative services, prioritizing both professional and confidential assistance to both internal and external customers of the College. In that role, the Administrative Coordinator not only ensures that the President is well supported, but also provides ancillary clerical support for the Communication, Marketing and Advancement areas. In addition, the Coordinator identifies areas to improve efficiency/delegation of work to free up the President's time and serves as the primary point of contact for office visitors. As a primary point of contact for the President's Office, the appointee must possess superior customer service skills; strong and courteous verbal and written communication skills, and the ability to prioritize and multi-task in a fast-paced, rapidly changing environment.

**Required/Preferred Education and Experience:**

- Bachelor's degree required.
- Excellent communication skills (both oral and written, including writing, editing, email and general composition). Ability to develop an acute understanding of the President's work and communication style and apply that in practice.
- Highly proficient in Microsoft Office products (Word, Excel, PowerPoint and Share Point).
- Strong organizational and extroverted customer service skills with the ability to prioritize, multi-task, trouble shoot and problem solve with minimal supervisor intervention.
- Ability to anticipate and meet the challenges of a highly paced environment.
- Ability to work with the highest level of discretion, dependability and professionalism, while operating with a high degree of independence and autonomy.
- Good judgment, well-developed interpersonal skills, attention to detail and commitment to excellence and on-time performance.

Mitchell College is a small, private college that has been an invaluable resource for southeastern Connecticut for over 75 years. Mitchell's personal, mentoring approach activates strengths in our students that allows them to achieve levels of success and leadership they may not yet have imagined for themselves. Mitchell has a strong tradition of celebrating and supporting diverse ways of learning, and is committed to the broader community through partnerships and internships. Located on a beautiful waterfront campus in historic New London, it is also home to championship NCAA Division III athletics and the Duquès Academic Success Center, which includes the renowned Bentsen Learning Center.

This is a full-time, FLSA non-exempt level position, with regular College benefits. For full consideration, applicants must send a cover letter (with salary requirements), a CV/resume and 3 references (contact information or letters) by **May 19, 2017** to [jobs@mitchell.edu](mailto:jobs@mitchell.edu). The application review process may commence immediately upon receipt of your letter of interest, though references will not be contacted until the applicant has been notified. Incomplete applications may not be considered.