

Part-Time Faculty Support Specialist

The School of Education at Shorter University seeks a part-time Faculty Support Specialist. The successful applicant must work collegially with the SOE faculty, staff and administration, and embrace the mission and vision of Shorter University and the School of Education.

The skills and tasks include, but are not limited to, proficiency with Microsoft Office (Word, Excel, etc.), Google applications (OneDrive, Google Docs, etc.), retrieving/delivering mail from the main campus, answering the phone, assisting persons who come to the SOE, assisting SOE faculty/staff, assisting students, fostering school partnerships, clerical work, maintaining a professional office space, and other duties and responsibilities as assigned by the dean.

The position is for 19 hours per week for approximately 15 weeks during the fall semester and 15 weeks during the spring semester. The position pays \$15.78 per hour and is not eligible for benefits are included. Position available now.

Apply today at the following link: <https://home.eease.adp.com/recruit/?id=8810851>

Shorter University is a Christ centered University affiliated with the Georgia Baptist Convention and requires all employees to be committed Christians.

Transforming Lives Through Christ