

PM&M Assistant

Job Summary:

The PM&M Assistant will provide support by responding to general inquiries, processing communications, and managing data within Wesley Theological Seminary's database. The role requires a strong attention to detail, proficiency in office software, and a presence in the office.

Key Responsibilities:

- Respond to general questions about PM&M via phone, email, and in person.
- Process incoming emails, each with specific associated tasks.
- Input and manage data in Wesley's database.
- Maintain a regular presence in the office.
- Utilize Outlook, Excel, and Word for various tasks.

Qualifications:

- Strong proficiency in Outlook, Excel, and Word.
- Ability to work with precision and accuracy.
- Enjoyment of and willingness to perform office tasks.

Position Details:

- Number of Positions: 1
- Hours:
 - Academic Year: Up to 15 hours per week.
 - Summer: Up to 10 hours per week.
 - Flexible work times between 8:30 AM - 4:30 PM.

Compensation:

\$17.50 per hour

Contact Person:

- Debra Whitten
 - Email: dwhitten@WesleySeminary.edu