



**OPENS: 7-16-10**  
**CLOSES: 7-30-10**

### **Program Associate**

Antioch University Seattle (AUS) offers an outstanding opportunity for a part-time (18 hours per week) Program Associate in the B.A. in Liberal Studies completion program.

The Seattle campus is one of Antioch's five locations and is situated north of the Belltown neighborhood. Antioch University, founded in 1852, is known for innovations in education such as a commitment to transformative learning and applied knowledge, multiculturalism, and socially engaged citizenship.

### **Background**

Antioch University Seattle's B.A. in Liberal Studies completion program is part of a nontraditional, liberal arts university located in the heart of the Belltown neighborhood. Our programs focus on social justice, psychology, spirituality, leadership, global studies, and the arts. They are designed with the student needs in mind: relevant classes, a degree to be proud of and a real advantage when it comes to landing a good job.

With small class sizes, college credit for life experience, individualized attention, evening and weekend classes and no standardized testing — students experience an inspirational learning environment, designed for working adults to reach their individual educational goals.

### **Purpose**

Provides administrative support to the Prior Learning Program Coordinator and academic support to participating students for the entire prior learning process. Provides support to the BAC program by supporting students, faculty and other staff through a number of practices including, but not limited to communications, student retention, internships and the Independent Study process. The program associate is particularly attentive to students nearing completion of the degree program in ways that are responsive to and respectful of students with diverse cultural identities. Provides occasional coverage and support on an "as needed" basis to other staff positions.

### **Applicants must meet the following qualifications:**

- B.A. required.
- Three (3) years of office experience required.
- Word processing and database skills required.
- Ability to maintain a high degree of confidentiality.

*Equivalent education/experience may substitute for minimum qualifications except when there are legal requirements, such as a license/certification/registration.*

The standard work week for this position is 18 hours. Some evening and weekend hours are required.

Antioch University is an Affirmative Action/Equal Opportunity Employer. It is the policy of the University not to discriminate against and to provide equal employment opportunity to all qualified persons without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, age, disability, and veteran status.

### **APPLICATION PROCESS**

#### **Complete and submit the following documents:**

- Cover Letter
- Resume
- Application for Employment
- Applicant Data Form

#### **Choose one option for submitting your documents:**

E-mail: [AUSHR@antiochseattle.edu](mailto:AUSHR@antiochseattle.edu), Fax: 206-441-3307, OR Mail: Human Resources, 2326 6<sup>th</sup> Avenue, Seattle, WA 98121

The final hiring process involves employment reference checks and a background check. If accommodations are required either to complete the application process, and/or if selected for an interview, please contact the Human Resources Department at 206-268-4022. TTY: 206-728-5745.