

Student Work Role: Administrative Assistant

Position Title: Administrative Assistant

Department: AI Impact Center, Office of Digital Initiatives

Location: William Penn University

Position Type: Student Work Position

Hours: 8-10 hours per week

Position Overview

The AI Impact Center at William Penn University is seeking a motivated and organized student to fill the role of **Administrative Assistant**. This position offers the opportunity to gain hands-on experience in office administration, project coordination, and team support while working on cutting-edge AI initiatives that impact businesses, students, and faculty.

Responsibilities

- Assist with scheduling meetings, workshops, and project check-ins for the AI Impact Center.
 - Maintain and organize calendars, meeting notes, and project updates.
 - Prepare meeting agendas, take minutes, and distribute notes to stakeholders.
 - Support communication between faculty, students, and business partners.
 - Manage and organize project-related documentation, files, and reports.
 - Assist with tracking project milestones and task progress.
 - Help plan and coordinate events such as workshops, demonstrations, and stakeholder meetings.
 - Handle routine correspondence and administrative tasks as assigned.
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Skills and Qualifications

- Strong organizational skills and attention to detail.
- Excellent written and verbal communication abilities.

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace tools.
 - Ability to manage time effectively and prioritize tasks.
 - Professional demeanor and a willingness to learn.
 - Familiarity with project management tools (e.g., Trello, JIRA) is a plus.
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Benefits of the Role

- Gain practical experience in administrative support and office coordination.
 - Build communication, organizational, and project management skills.
 - Network with faculty, students, and external business partners.
 - Contribute to impactful AI projects that benefit real-world businesses and organizations.
 - Enhance your resume with professional work experience and leadership contributions.
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Eligibility Requirements

- Must be a currently enrolled student at William Penn University.
 - Ability to commit 8-10 hours per week.
 - Strong interest in administrative work, team collaboration, and the AI Impact Center's mission.
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Application Instructions

To apply, please submit the following:

1. **Resume:** Highlighting your relevant experience, skills, and education.
2. **Cover Letter:** A brief letter describing why you are interested in this role and how your skills align with the position.
3. **Availability:** A schedule of your available hours for the semester.

Submit your application to: swordj@wmpenn.edu

Contact Information

For questions or more information, please contact:

Javin Sword

Associate Dean of Digital Initiatives

William Penn University

Email: swordj@wmpenn.edu

Phone: 641-673-1102