



AMERICAN SCHOOL OF CLASSICAL STUDIES AT ATHENS

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Job Posting **Programs Assistant**

The American School of Classical Studies at Athens (ASCSA), a non-profit overseas research institution, is seeking a qualified individual to work for the U.S. administrative office of the School based in Princeton, NJ. This office facilitates the academic governance of the School, as carried out by a consortium of nearly 200 colleges and universities in the United States and Canada, and their representatives, the School's Managing Committee. The office also manages applicants to programs and fellowship opportunities at the School, as well as Cooperating Institution business and receipt of dues. Work will be conducted remotely. No relocation necessary. Position is part-time, approximately 20 hours per week, year-round, beginning August 1, 2022. Applicants must have the legal right to work in the United States.

The principal duties of the Programs Assistant will involve general clerical support and support for the Managing Committee. Clerical duties include general correspondence, preparation of meeting materials, mailings, and database entry (as needed). Support for the Managing Committee includes compilation and distribution of applications to committees, as well as correspondence with applicants, School members, staff, and Managing Committee members. This position reports to the Programs Administrator. The anticipated salary for this position is \$20,000 per year.

Minimum requirements

Bachelor's Degree. General background in office administration activities preferred. Excellent communication skills required, both verbally and in writing, with strong customer service orientation. Strong self-motivation skills. Computer literacy, especially in Microsoft Word, Excel, and Adobe Acrobat. Preference may be given to applicants familiar with the structure and organization of the American School of Classical Studies and its programs.

The American School of Classical Studies is an EO/AA employer. The American School of Classical Studies at Athens does not discriminate on the basis of age, color, disability, gender identity or expression, genetic information, national or ethnic origin, pregnancy, race, religion, sex, or sexual orientation when considering admission to any form of membership or application for employment.

To apply, submit a cover letter, CV or resume, and names of two recommenders as part of the online application: <https://ascsa.submittable.com/submit/c0715590-f37c-44ad-aaac-b72325e05ea6/programs-assistant-application>

Inquiries can be directed to Alicia Dissinger, the Programs Administrator, at adissinger@ascsa.org.

Position will remain open until filled. Review of applications will begin mid-June.