POSITION ANNOUNCEMENT
Administrative Assistant to Academic Programs

Starting December 1, 2015

Mukogawa Fort Wright Institute (MFWI) is accepting applications for a full-time Administrative Assistant to Academic Programs on its campus. Salary is based on qualifications. Full benefits are provided.

*Mukogawa Fort Wright Institute* is a branch campus of Mukogawa Women’s University in Nishinomiya, Japan. MFWI offers intensive English classes for 14-week semesters in fall and spring, and 3 weeks in August. Total enrollment per semester usually ranges from 160-230 students.

*Duties:* The Administrative Assistant to Academic Programs has primary responsibility for student registrations and administrative support for academic materials, records and special events. Responsibilities include:

- Database management
- Preparation of class schedules, class lists, grade and score reports
- Assisting faculty and students
- Working jointly with faculty and staff from other departments to assist with Academic events, helping as needed at those events
- Preparation of academic materials for publication
- Carrying out complex assignments and projects independently

*Required qualifications:* A two-year degree and 1-3 years related experience are required. Strong computer skills with experience in large data information systems, Microsoft Office and standard office machines are necessary. This person must have initiative, excellent organizational skills, and the ability to multi-task, meet deadlines and work with great attention to detail, accuracy and confidentiality. Must be able to work with a variety of people. Experience in an academic setting is helpful, but not required.

*To apply* applicants should submit a letter of interest explaining their qualifications, a current resume and three professional references to janets@mfwi.edu. **The deadline for applications is Monday, November 2, 2015.**

Mukogawa Fort Wright Institute / Academics
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Spokane, WA 99224-5279
(509)328-2971
janets@mfwi.edu

Applicants are considered without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or disability.