

Bulletin Board Manager

Summary

The Bulletin Board Manager is a mission critical, administrative support position responsible for helping to advance public awareness, collaboration and participation through campus communications that are necessary to the operation of Fairhill Center.

Responsibilities

- Decorate, update and maintain campus bulletin board by posting relevant notices;
- Identify opportunities for highlighting specific campus programs;
- Remove outdated or inappropriate print materials from bulletin boards as needed;
- Demonstrates the ability to work effectively in a multi-tasking, highly personalized environment;
- Exercises professional judgment and maintains a high level of confidentiality;
- May supervise other program/administrative staff as needed;
- May oversee a volunteer service unit and supervise volunteers;
- Demonstrates accountability for achievement of specific tasks and objectives related to the Fairhill Strategic Plan;
- Performs other duties as assigned.

Qualifications

- Minimum five (5) years successful, administrative experience or equivalent specialized education;
- Experience working with all levels of management as well as front line staff; experience working with intergenerational populations and/or older adults preferred;
- Proficient in the use of position-related software and tools, as well as MS Office 2000 products;
- Professional appearance, attire and demeanor.