



AMERICAN SCHOOL OF CLASSICAL STUDIES AT ATHENS

FOUNDED 1881

www.ascsa.edu.gr

JOB POSTING **Full-time Programs Assistant**

The American School of Classical Studies at Athens (ASCSA), a non-profit overseas research institution, is seeking a qualified individual to work in the U.S. administrative office of the School in Princeton, NJ. The ASCSA offers a pleasant, energetic environment with dedicated professionals. Position is full time, 35 hours per week beginning June 1, 2017.

The principal duties will involve general clerical support, including the preparation of meeting materials, mailings, general correspondence, support for communications related to Committee work, database entry as needed (Raiser's Edge), as well as other office duties. S/he will report to the Programs Administrator.

Qualifications: B.A. or Associate's degree. Excellent computer, word processing, and spreadsheet skills (Microsoft Office). Excellent communications skills and administrative support experience in an office setting.

Annual salary of \$30,000, plus benefits.

The American School of Classical Studies is an EO/AA employer.

To apply, submit a CV or resume, and names of two recommenders. A cover letter is optional and highly recommended. Applications for the position should be submitted via the online form at:

<https://ascsa.wufoo.com/forms/fulltime-programs-assistant/>

Applications will be received until May 15, 2017.