

**Western Institute for Lifelong Learning  
Is Recruiting for a  
WILL Office Specialist (Temporary, Part-time)  
[info@will-learning.com](mailto:info@will-learning.com)**

**Western Institute for Lifelong Learning (WILL)** provides programs for continued learning and intellectual discovery for adults in an expansive and informal learning environment. Though part of the Western New Mexico University family, WILL is a unique organization run primarily by and for its members. WILL has been a part of our educational community for over three and a half years. WILL is a growing, vital, people-centered organization that invites participation and involvement from our community as we grow into a well-established program for lifelong educational pursuits.

**General Job Description:** The major purpose of this position is to assist the Will President and Registrar with a range of administrative tasks (below) in order to: (1) maximize the efficiency and effectiveness of the WILL organization, (2) maximize satisfaction of WILL members, and (3) work effectively in relationships with other departments on campus and outside vendors.

**Duties & Responsibilities:** There are a wide range of tasks associated with this position.

- Answering phones, email, and responding to walk-in visitors to the WILL office and communicating as necessary with various WILL constituents, such as WILL members, potential members, committee members, course facilitators and course shepherds
- Serving as an “ambassador” to WILL members and others interested in WILL, i.e., contributing to a high level of customer relationships.
- Maintaining and generating information from the WILL database in a timely and accurate manner.
- Maintaining organized computerized and hard copy files.
- Doing a range of mailings and other correspondence.
- Assisting with WILL operations when courses are in session.
- Working with the Volunteer Coordinator to maintain records of volunteers.
- Performing general office duties.

**Qualifications:**

- Competence and comfort working with email, Internet, Twitter, and blogging required
- Competence and comfort with multiple computer applications such as Microsoft Word, Filemaker, (and/or other database packages), Microsoft Excel (and/or other spreadsheets), Adobe Acrobat required.
- 6 months of clerical/office experience required
- Excellent organizational skills, attention to details and sound judgment required
- The ability to multitask administrative activities required
- Excellent interpersonal and communication skills, and being a team player required
- Experience with diverse groups preferred
- Bachelor’s Degree preferred

**Rate of Pay: \$9.00 per hour**

In office training will begin on first day of hire  
Number of annual hours: Approximately 650

**How to Apply:** Complete an WNMU online application (<http://www.wnmu.edu/jobs/employmentapp.shtml>) and submit via email a resume, letter of interest, and three complete references with names, addresses, and phone numbers to: [willpresident@gmail.com](mailto:willpresident@gmail.com) or mail to Attn: WILL – Jeannie Miller, P.O. Box 680-487, Silver City, NM 88062.

**Review of applicants will begin on Monday, February 13, 2012 and will continue until the position is filled.**