



Faculty Secretary – School of Law

Under the direction of the Faculty Secretary Supervisor, the full-time Secretary is responsible for providing a wide variety of secretarial duties in support of the law school faculty. Responsibilities include:

- Word processing of correspondence, articles, memoranda, syllabi and examinations.
- Ability to interact in a professional manner with other members of the law school community.
- Process payments requests, and assist faculty with travel arrangements.
- Provide secretarial assistance to various student organizations.
- Other secretarial duties as assigned.

Minimum qualifications include an Associate's Degree with 3-5 years of recent secretarial/office experience and WordPerfect, Word, Excel, PowerPoint skills. Preferred qualifications include a Bachelor's Degree and QuickBooks knowledge.

Interested applicants should send cover letter and resume to:
Human Resources, Roger Williams University, One Old Ferry Road, Bristol, RI 02809 or human_resources@rwu.edu indicating Ref #10-045.

Roger Williams University is an Equal Employment Opportunity Employer committed to inclusive excellence and encourages applications from underrepresented populations.