

Winthrop University

NOTICE OF JOB VACANCY

July 30, 2026

Position	Program Assistant Temporary Position (20 hours per week; Aug. 16 – June 30, each year; M-F, 8:30 a.m. – 5:00 p.m.)	
Department	Center for the Environment	
Band/Level	N/A	Vacancy No.: 2027302T
Starting Salary	\$20.00 per hour	
Minimum Training and Experience		
• Bachelor’s degree; associate’s degree and two years of relevant experience; or high school diploma and four years of relevant experience. • Proficiency with Microsoft Office Suite. • Experience in higher education and/or with internship, career development, communications, outreach or event coordination preferred.		
Knowledge, Skills and Abilities		
• Exceptional interpersonal skills and the ability to establish and maintain effective working relationships with faculty, staff, students and the public. • Excellent organizational skills. • Effective oral and written communication skills. • Ability to perform job duties with a high degree of accuracy and attention to detail. • Sufficient technical ability to master software required to perform job duties.		
Major Duties		
Reporting to the Program Director, the Program Assistant plays a key role in building and sustaining meaningful connections between the Center for the Environment and its diverse community stakeholders. This dynamic position supports the Center’s mission through a broad range of responsibilities focused on community outreach, student engagement and program visibility. • Maintains strategic relationships with community organizations, business partners, stakeholders and local leaders and recognizes new partnership opportunities. • Identifies and maintains current information on internship opportunities. • Supports alumni engagement by locating alumni and generating newsletters. • Collaborate with the Admissions Office and University Communications team to promote the program via social media, events, and print and digital media. • Plans and manages student, alumni and community events. • Responds to public inquiries. • Collects and analyses data to evaluate program effectiveness and reports outcomes to program administration. • Manages event and office supply budgets. • Maintains accurate contact database. • Performs general office duties.		

To apply, access <https://www.governmentjobs.com/careers/sc> to submit an on-line application no later than

August 13, 2026

Winthrop University is an Equal Opportunity / Affirmative Action employer and does not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, or veteran status. Women, minorities, and persons with disabilities are encouraged to apply.