



**MERCYHURST**  
UNIVERSITY

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Erie, PA 16546

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[mercyhurst.edu](http://mercyhurst.edu)

## **Administrative and Project Support Professional, Civic Institute**

**Location:** Erie

**Department:** Civic Institute

**Reports To:** Director of Civic Institute

**Full/Part Time:** Full Time/ 12 Month

**Classification:** Administrative

**Closes:** *Open Until Filled*

### **SUMMARY**

The Administrative and Project Support Professional collects data and creates reports, researches, and develops grant applications and conducts evaluations of programs based on the request of the Director.

### **DUTIES AND RESPONSIBILITIES**

- Provide project support to all staff of Civic Institute to include but not limited to:
  - Maintain and update databases.
  - Enter data.
  - Summarize information and prepare reports.
  - Report editing
  - Assist with grant writing.
  - Attend community meetings as they pertain to assigned projects.
- Support the financial operations of department, including:
  - Process billing, invoicing, purchase orders and check requisitions.
  - Record basic budget revenues and expenditures.
  - Provide record keeping of contracts.
- Conduct administrative office duties to include:
  - Maintaining office supplies including logging inventory and ordering supplies
  - Assist in recordkeeping at meetings.
  - Other duties as assigned.

## **EDUCATION AND EXPERIENCE**

- Bachelor's Degree Required

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Proficient in Microsoft Office, Adobe Acrobat (experience with design software such as Canva a plus)
- Basic finance/bookkeeping
- Knowledge of research methods
- Ability to multi-task
- Strong attention to detail
- Excellent written/oral communication skills
- Team player with strong interpersonal communication skills
- Knowledge of local social services and government agencies preferred.

## **APPLICATION PROCESS:**

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources  
Mercyhurst University  
501 East 38th Street  
Erie, PA 16546  
[hrinfo@mercyhurst.edu](mailto:hrinfo@mercyhurst.edu)

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**Candidates must be currently eligible to work in the United States.**

