POSITION ANNOUNCEMENT
KPAC Facilities Marketing & Scheduling Assistant

Houghton College, an academically rigorous Christian College of the liberal arts and sciences located in scenic, rural Western New York, seeks applicants for an assistant to the Facilities Coordinator. Depending on the strengths of the candidate and the needs of the institution, this may be a full-time position that would include a second assignment within the department. The position reports to the KPAC Facilities Marketing & Scheduling Coordinator and is responsible for:

- Assisting in marketing the facilities for athletics and non-athletics uses.
- Interacting, via phone and in person, with customers, as needed.
- Event administration and supervision of student-workers.
- Clerical support for the Coordinator, including, but not limited to invoicing, preparing contracts, processing payroll, making calls, etc.
- Assisting with annual sponsorship sales.
- Working cooperatively with other campus departments.
- Working a flexible schedule.

Bachelor’s degree preferred. Good “people skills” and the ability to work as part of a Team are a must. Familiarity with basic computer programs is expected.

The position will be filled upon identification of a suitable candidate. Women and historically underrepresented candidates are encouraged to apply.

Application Procedure:

To apply please submit the following materials via email to: jobs@houghton.edu.

(1) Cover Letter
(2) Resume
(3) 3 References
(4) Answers to the following questions:

Please review Houghton College’s Community Covenant and Doctrinal Statement available here:

http://www.houghton.edu/community-covenant/
http://www.houghton.edu/spiritual-life/doctrinal-statement/

1. Please provide a brief description of your faith journey, including the nature of your current participation in a local church or fellowship.
2. What motivates you to seek employment with an institution that strives to work together in the manner described in the community covenant?
3. Do you have any questions or concerns regarding either the doctrinal statement or community covenant?