



501 East 38th Street
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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

EDUCATION AND EXPERIENCE

- x Bachelor's Degree Required

KNOWLEDGE, SKILLS AND ABILITIES

- x Proficient in Microsoft Office, Adobe Acrobat, experience with design software such as Canva and experience with Wix website design a plus
- x Basic