

STAFF POSITIONS AT GOLDEY-BEACOM COLLEGE

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Wilmington, Delaware 19808
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Goldey-Beacom College announces openings as listed below:

Admissions Representative

Goldey-Beacom College is accepting applications for a full-time Admissions Representative position. This position requires a bachelor's degree; degree in marketing or communication is preferred. Applicants must have quality written and verbal communications skills as well as a working knowledge of Microsoft Office. Duties include regional travel to high schools and colleges, extensive follow-up with applicants and prospective students, as well as the contribution of new and innovative marketing ideas. Interested applicants must submit a letter of application, a resume, a completed GBC employment application, and salary requirements to Jane Lysle, Dean of Enrollment Management, Goldey-Beacom College, lyslej@gbc.edu or to the address above.

Part-time Admissions Operations Specialist

Goldey-Beacom College is accepting applications for a Part-time Admissions Operations Specialist. The position is 20 hours per week, 8:00 am to 12:00 pm, Monday-Friday. Applicants should possess good organizational skills, excellent customer service skills, a professional appearance, and personable demeanor. Office experience preferred, and basic computer skills are expected. Duties include telephone management, data entry, file management, and mailings. Interested applicants should send letter of application, resume, and completed GBC employment application to Jane Lysle, Dean of Enrollment Management, Goldey-Beacom College, lyslej@gbc.edu or to the address above.

Part-time Security Officer

Goldey-Beacom College is accepting applications for Part-time Security Officer positions. Shifts include day, evening, and overnight hours. Applicant must be 21 years of age or older and have a valid driver's license. Current Goldey-Beacom College students are ineligible for the position and need not apply. Training and uniforms are provided. Interested applicants should send letter of application, resume, and completed GBC employment application to Michael DiEleuterio, Coordinator of Security, Goldey-Beacom College, dieleum@gbc.edu or to the address above.

GOLDEY-BEACOM COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

<http://www.gbc.edu>