

APPALACHIAN COLLEGE OF PHARMACY

SEEKS TO HIRE

A FULL-TIME ADMINISTRATIVE EMPLOYEE

Appalachian College of Pharmacy seeks to hire a full-time administrative employee to perform work concerning its overall administration, including, but not limited to, accreditation, admissions, alumni affairs, financial aid, legal affairs, property maintenance and registration. The successful candidate should have at least a masters degree in an appropriate field of study, excellent writing and computer skills and preferably prior administrative experience. The successful candidate shall be required to live in Buchanan County, Virginia, and not to use or consume any tobacco products. The person hired will be provided a competitive salary and benefits package. Applications are available online at www.acp.edu . Those having questions concerning this application should call the office of the President of the College at 276/935-6433.

An application should include the following: (1) a letter describing relevant experiences and interest in the position; and (2) a curriculum vitae or resume; and (3) a completed application to HR@acp.edu.

Appalachian College of Pharmacy is an equal opportunity employer. Appalachian College of Pharmacy is certified to operate in Virginia by the State Council for Higher Education of Virginia. Appalachian College of Pharmacy maintains a drug-free workplace.