

APPALACHIAN COLLEGE OF PHARMACY 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, professional and institutional development, and alumni engagement. The successful candidate should have at least a master's degree in an appropriate field of study and 5 or more years of experience as an administrator with a demonstrated ability to work collaboratively and professionally with constituents, successfully manage complex projects and budgets, and handle confidential matters with tact and discretion. The successful candidate shall be required to live in Buchanan County, Virginia. Applications should be submitted to HR@acp.edu and 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 available at www.ACP.edu. Appalachian College of Pharmacy is an equal opportunity employer and is certified to operate in Virginia by the State Council for Higher Education of Virginia. Appalachian College of Pharmacy maintains a drug-free workplace.