



**WYOMING CATHOLIC COLLEGE**  
*SUMMER JOB DESCRIPTION*  
**Administrative Assistant**



**Job Title:** COR Administrative Assistant

**Department:** COR Expeditions

**Reports to:** COR Senior Staff

**Compensation:** DOE

**Application Deadline:** November 14, 2022 (8:00AM)

**Positions Summary:**

The COR Administrative Assistant will work in conjunction with the directors, assistant directors, operations coordinator, and course directors to provide administrative support to all COR and WCC OLP operations. This includes managing and creating systems for registrations, hiring, scheduling, client relationships, permits, and other data. This position has the potential for advancement and for continued full time employment after the summer, depending on the applicant and COR needs.

**Responsibilities include:**

- Managing and creating office systems for COR and WCC outdoor operations.
- Working with administration, operations, and logistics to compile and organize relevant data for projects such as permitting, scheduling, staffing, on-boarding, accreditation and more.
- Data entry
- Extensive work with on-call and risk management related paperwork and systems.
- Managing employee and student files and history.
- Making logistical arrangements for COR courses including plans for complex multi-course turnarounds.
- Could be asked to cover field assignments as backup or support staff.
- Contributing to field staff briefings and post trip meetings with creative solutions and insights.
- Making organizational systems and resources available and accessible to all necessary staff.

**Minimum Requirements:**

- COR exists to “reclaim the wealth of people’s identity and purpose in Christ.” All COR employees **must be excited and willing to engage in this mission.**
- Must be familiar with COR Expeditions and WCC Outdoor Leadership Program operations.
- Must have the ability to maintain confidentiality with sensitive information.
- Must have **excellent communication** skills, both written and verbal.
- **Current WFR (Wilderness First Responder) and CPR certifications** preferred.
- **Previous experience working in business administration, secretarial or otherwise** preferred.
- **Working knowledge of risk management**, wilderness safety, and industry standards.
- Flexibility, creativity, and proven **problem solving skills.**
- Ability to maintain a **positive attitude** in the face of changing priorities and deadlines.
- Self-motivated, proactive, and excels in **working with a team** to solve problems.

**Preferred Skills/Competencies:**

- Preference given to those with experience instructing COR courses.
- Certifications and experience guiding various outdoor activities.
- Experience in youth ministry, mission work, and non-profit organizations preferred.
- Experience in planning and organizing a variety of different outdoor trips including: developing route plans, technical knowledge of the route, emergency and evacuation routes/plans, working with co-instructors, etc.

**To Apply:** Apply online at [wyomingcatholic.edu/employment-application](http://wyomingcatholic.edu/employment-application). Upload a cover letter & current resume.

**For More Information:** Contact Zach Carlstrom ([zach@corexpeditons.org](mailto:zach@corexpeditons.org))