



## **Administrative Assistant for the Office of Academic Affairs**

College of Saint Mary seeks a professional Administrative Assistant to provide a full range of administrative support services to the Office of Academic Affairs, including complex and confidential administrative related functions. The successful candidate will be able to work independently, prioritize, organize, and multi-task; will possess strong interpersonal and communication skills; and will be knowledgeable in all areas of Microsoft Office, including Microsoft Word, Outlook, Excel and Access.

Other responsibilities include supervising work study students, collaborating with Human Resources regarding faculty contracts, maintaining academic records and following specific and detailed policies and procedures.

### **Education:**

- High School Diploma required
- Bachelor's Degree (preferably in business or administrative field) recommended.

### **Experience:**

- A minimum of three (3) years administrative assistant work experience.
- Preference will be given to candidates with prior experience in an academic environment.

### **Application:**

Please apply using the following link. Please have a letter of application, current curriculum vitae and contact information for three professional references ready to upload during the application process.

### **[Application for Administrative Assistant](#)**

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with CSM. Finalists will also be required to submit official transcripts. Review of applications will continue until the position is filled.

*College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.*