



College of Saint Mary strives to create a safe, inclusive educational environment where every person's worth and dignity is valued and nurtured. Applicants representing diverse backgrounds and experiences are highly encouraged to apply.

## **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 and Office of Marketing, Athletics and Technology, 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 managing financial activities, collaborating with Human Resources regarding faculty contracts, facilitate event planning, supervise work study students, manage divisional data and communications, maintain 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 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 resume, cover letter and three professional references, including a minimum of one supervisor, ready to upload during the application process.

[Application for Administrative Assistant](#)

*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.*