

Faculty Secretary

College of Saint Mary is seeking a Faculty Secretary. The Faculty Secretary will provide secretarial support to faculty, program directors, and division chairs in the Divisions of Arts and Sciences and Professional Studies.

Primary Job Responsibilities:

- Maintenance of records and files (including Division information and Committee information) for Division Chairs of Arts & Sciences and Professional Studies
- Data entry for both Division Chairs, Arts & Sciences and Professional Studies as needed
- Typing letters as required
- Assisting with office supply and book orders
- Managing calendars as required
- Coordinating two advisory group meetings for Legal Studies, Education, Business Analytics and Strategic Communication, and Master of Science in Organizational Leadership programs
- Provide information tracking and collection as needed for accreditation (Higher Learning Commission, American Bar Association, and State of Nebraska Department of Education) and assembly of self-study information
- Assist with hosting site visitors from accrediting agencies
- Administer make up exams for full time faculty
- Other basic secretarial duties (such as providing backup for phones and distribution of faxes, photocopies, mail distribution)
- Ordering business cards, name tags, door signs and desk signs for new faculty
- Assist with Academic Affairs events such as in-services, orientations, Faculty Appreciation Lunch, etc.
- Work with Enrollment to schedule faculty appointments with prospective students
- Submit Adjunct Faculty contract requests
- Assist with managing faculty budgets
- Other duties as assigned

Qualifications:

- A high school diploma is the minimum education requirement
- At least three years of responsible experience in secretarial area
- Strong communication and organizational skills
- Proficiency in Outlook, Excel, PowerPoint, and Microsoft Word is required. Experience with Access is highly desired
- Ability to handle multiple priorities with accuracy and to pay attention to detail. Essential to foster effective campus relationships and work with a diverse staff

Salary and Benefits:

The rate of pay range is \$14.13 - \$15.70 per hour with a comprehensive benefits package available.

Application:

Please apply using the following link. Please put your resume, cover letter, names and contact information for three professional references, including a minimum of one supervisor, in one document before you apply. When the system asks you to attach a resume please attach the document that contains all of the above information. The system allows only one attachment. Applications accepted until position is filled.

<https://home.eease.adp.com/recruit/?id=12985601>

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