



Secretary for Arts, Sciences and Professional Studies

College of Saint Mary is seeking an administrative professional to join the Academic Affairs team as a Secretary for the division of Arts, Sciences and Professional Studies. At College of Saint Mary we believe in the power of education to help women realize their potential, identify leadership strengths and find fulfillment in careers and lives.

This position provides secretarial support to the Associate Dean for Arts Science and Professional Studies, the Legal Studies program director, and the Office of Academic Affairs.

Essential Functions

- Maintain records and files, produce correspondence, and manage calendars
- Serve as liaison between division membership and students when needed
- Coordinate fine arts events, division schedules and meetings, and advisory group meetings
- Assist with hosting site visitors from accrediting agencies
- Assist with events such as in-services, orientations, Faculty Appreciation Lunch, etc.
- Work with Enrollment to schedule faculty appointments with prospective students
- Maintain office supplies for faculty, and order supplies for new faculty
- Assist faculty with travel arrangements
- Manage division purchasing processes, and expenditures for the Associate Dean
- Coordinate work-study student assistance for division

Specialized needs—Legal Studies

- Contact students and law offices to facilitate internship placement
- Provide internship support, and maintain and update internship files
- Assist with American Bar Association approval process
- Assist with adjunct faculty in-services
- Maintenance of paralegal adjunct faculty roster
- Coordinate advisory board meetings, including taking attendance and minutes

Education and Experience

- A high school diploma is required. Bachelor's degree is preferred (recommended in business or an administrative field).
- One year of experience in an office environment required. Three years of responsible secretarial experience is preferred.

Application

Please apply using the following link. Please have a resume, cover letter and contact information for three professional references, including a minimum of one supervisor ready to upload during the application process.

[Secretary for Arts, Sciences and Professional Studies Application](#)

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.