



Secretary for the Physical Therapy Program

College of Saint Mary is seeking an administrative professional to join the Academic Affairs Team as Secretary for the Physical Therapy Program. This position provides secretarial and administrative support to the DPT Program Director, Director of Clinical Education, and Faculty.

Primary Job Responsibilities:

- Assists DPT team as needed with secretarial support.
- Directs and communicates phone messages, mail delivery notices, and information/questions from students.
- Handles purchasing, PO and expense report generation, submittal and petty cash reimbursement.
- Financial responsibility to include keeping DPT Program budget.
- Maintains responsibility for stocking and distribution of supplies as well as various forms.
- Travel booking and conference registration for DPT faculty.
- Prepares agendas and attends designated meetings, recording and distributing minutes.
- Organizes DPT Program equipment transport and setup from storage to off-campus site.
- Organizes linen delivery for site intensives.
- Plans food orders and delivery for DPT Program during intensives and designated meetings.
- Maintains student records and files for the DPT Program.
- Refers students to resources, directs students as appropriate to faculty/administrators, and assists students and student organizations as requested.
- Manages calendars and room reservations for the department.
- Data collection and entry into designated data files for the DPT Program.
- Maintains the DPT Program community webpage.
- Provides information tracking and collection as needed for accreditation.
- Prepares Program Director for the week/day, organizing schedules and needed materials.

Qualifications:

- Education: Bachelor's Degree
- Experience: Five years of responsible experience in secretarial area, including computerized data management and office machines. Strong communication and organizational skills.
- Must have strong communication, organizational, problem-solving, and technological skills.
- Use of Microsoft Office a must. Usage includes Microsoft Word, Excel, and Outlook. Will also use Self-Service, Power Campus, and Canvas.

Minimum Salary: \$18.00/hour

Application

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

[Application: Secretary for the Physical Therapy Program](#)

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