Part Time Administrative Assistant

College of Saint Mary is seeking a part-time Administrative Assistant to the Associate Dean for Graduate Studies. This position is 20 hours per week.

Primary Job Responsibilities:

- Provide general administrative assistance to the Associate Dean, including providing support for graduate programs, the Teaching and Learning Center and Institutional Review Board.
- Serve as secretary to the Graduate Council:
  - Prepare for meetings (minutes, action items list and agenda);
  - Take minutes;
  - Maintain the Graduate Council shared space;
  - Assist with management of graduate programs assessment process;
  - Process applications for Graduate Assistantships and prepare Graduate Assistant contracts;
- Serve as part-time secretary for Doctorate in Education program:
  - Provide data entry support for departmental and college databases, Run queries/reports as requested;
  - Perform routine clerical and secretarial tasks, schedule meetings, manage department records and mail;
- Assist in tracking and processing forms for student progress in the Ed.D. program.
- Serve as back up to Admin. Assistant to the Vice President of Academic Affairs and the Faculty Secretary.
- Assist with planning for events hosted by Academic Affairs.

Qualifications for Appointment

A Bachelor’s degree is preferred and proficiency in databases would be an advantage. Must be proficient in Microsoft Excel and Word. Must have good quantitative skills and ability to summarize data and correctly transcript information.

Salary and Benefits:

The salary range for this position is $15.43 - $17.32 an hour.

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=15362751

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