



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.

Secretary for the Physical Therapy Program

Are you an enthusiastic, innovative, and dynamic student affairs professional? You might be a perfect fit for an Administrative Assistant for the Physical Therapy Program. This position provides 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 messages, mail delivery notices, and information/questions from students.
- Handles purchasing of supplies, travel booking, and registration (i.e., conferences registration, continuing education, license renewal, etc.) for DPT faculty.
- Maintains responsibility for stocking and distribution of supplies as well as various forms.
- Prepares agendas and attends designated meetings, recording and distributing minutes.
- 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.
- 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.

Our Ideal Candidate's Education and Experience Include:

- Education: Bachelor's Degree
- Experience: Five years of responsible experience in the secretarial area, including computerized data management and office machines. Strong communication and organizational skills.
- Use of Microsoft Office a must, including Microsoft Word, Excel, and Outlook.

Why You Want to Be on This Team:

- Free access to the campus recreation facilities, including a full gym, pool, and walking trail
- Our university's Wellness Program allows employees to dedicate 45 minutes, twice a week, to wellness activities on-campus, during office hours.
- You would enjoy full-time benefits, including health insurance, paid time off, 403(b) with employer matching, employee wellness time, and more!

Application

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

Please apply using the following link: [Secretary for the Physical Therapy Program](#)

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.