

C O L L E G E O F  
**SAINT MARY**

## **Administrative Assistant, Academic Affairs**

**Are you an experienced administrative assistant looking to support senior leaders in an academic environment?** If so, you might be perfect for this position. This position assists with daily administrative functions, coordinates events, and collaborates on key functions and initiatives to further the broad agenda within academic affairs and operations.

### **Our Idea of a Perfect Candidate Is Someone Who:**

- Exercises a high degree of initiative and independent judgment, applies practical solutions, and oversees complex college projects.
- Demonstrate highly developed interpersonal skills.

### **Our Ideal Candidate's Education and Experience Include:**

- A bachelor's degree.
- Minimum of three years' executive administrative assistant work experience in a higher education environment or related field.

### **This Position Is Responsible For:**

- Provide direct administrative support to the VPASA, COO and Associate Deans.
- Serve as the recording secretary for institutional committees including Board of Directors Student Learning Committee, and Spellman Board of Directors, and Alternate Admissions committee.
- Serve as the recording secretary for the Division of Academic and Student Affairs.
- Responsible for financial activities including reconciliation of monthly expenditures.
- Responsible for human resource activities for new faculty and adjuncts specific to academic personnel files, contracts, new hire onboarding, and preparation of monthly payroll report for adjunct/overload requests in collaboration with HR department.
- Manage institutional data in CSM Data Repository, course assignments, workload, and scholarly activities.
- Manage division communications.
- Coordinate division event planning for graduation and honors.
- Serve as liaison to faculty, staff, and students for the Office of Academic and Student Affairs.
- Support the student academic decision process by managing communication of academic awards, probation, dismissal, and student appeals process.

### **Why You Want to Be on This Team:**

- You would be a part of a Mission-centered team, who work together to serve our community.
- You would enjoy full-time benefits including health insurance, paid time off, tuition remission programs, 403(b) with employer match, employee wellness time, and more!
- CSM is committed to supporting the work-life balance of its faculty and staff.

### **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: [Administrative Assistant, Academic Affairs](#)

*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.*