



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.

Administrative Assistant, Physical Therapy Program

Are you an enthusiastic, innovative, and dynamic administrative 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, DPT Program and Clinical Coordinator, and faculty.

Primary Job Responsibilities:

- Assists the DPT team with administrative support.
- Directs phone messages, mail delivery notices, and information/questions from students.
- Handles purchasing of supplies, travel booking, and registration 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 the 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.
- 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.

Our Ideal Candidate's Education and Experience Include:

- Education: Bachelor's Degree (preferred)
- Experience: Five years of responsible experience in the administrative area, including computerized data management and office machines.
- Must have strong communication, organizational, problem-solving, and technological skills.
- Use of Microsoft Office a must. Knowledge of Power Campus and Canvas is a plus.

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!
- Free access to the campus recreation facilities, including a full gym, pool, and walking trail.
- 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, 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.