



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 and Copy Center Supervisor

College of Saint Mary is seeking an administrative professional to join our team. This position supports the University in two areas:

- *Administrative Support:* Provide a full range of administrative, secretarial and miscellaneous support services to the Vice President for Finance and Administration, and Vice President of Marketing/Technology.
- *Copy Center Supervisor:* Runs the University Copy Center with high quality control and customer service being the top priorities. Effectively supervises and mentors the Copy Center student worker staff.

Essential Functions

Administrative Support:

- Maintain and coordinate the Vice Presidents' calendars.
- Schedule necessary meetings for the committees which the VP for Finance and Administration, the VP of Marketing/Technology or their direct reports sit as Chair.
- Compose, prepare, and duplicate material of various styles, using the computer and other office equipment.
- Coordinate appointed members, prepare meeting arrangements and serve as recording secretary of minutes for Board of Director Committee meetings, while adhering to confidentiality of all information.
- Maintain, monitor and reconcile the Office of the Vice President for Finance and Administration, Marketing, and Technology budgets and other budgets within the department as needed.
- Perform audit of all invoices, check requests, and reimbursements paid through Accounts Payable
- Maintain the Institution's Organizational Chart.

Copy Center Supervisor:

- Maintain and operate College postage machine.
- Responsible for processing invoices that come through the Copy Center.
- Hire, manage and train student workers for the Copy Center.
- Assist with requested print jobs when necessary.
- Responsible for all copy machines on campus, ensuring they are kept in good working order either by addressing issues in-house, or requesting service calls with contractor.

Required Education and Experience

- Required: Associate's degree and three years' experience in Administrative Assistant position or related work.
- Preferred: Bachelor's degree and five years' experience in Administrative Assistant position or related work.

Application

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

[Application: Administrative Assistant and Copy Center Supervisor](#)

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.