



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.

OT Program Support Specialist

Are you an enthusiastic, dynamic professional with administrative experience? You might be a perfect fit for this position. This position provides administrative support to the OT Program Director, OT faculty and staff.

Our Idea of a Perfect Candidate Is Someone Who:

- Ability to act independently to carry out the duties and responsibilities of the position without specific supervision by people or procedures, on a regular and continuous basis.
- Exceptional proficiency in time management, organization, prioritization of duties and multi-tasking.
- Excellent communication skills, both written and verbal, with a variety of people.

Our Ideal Candidate's Education and Experience Include:

- High School Diploma required; bachelor's degree (preferably in business, administrative, or health field) recommended.
- At least one year of secretarial work experience.

This Position Is Responsible For:

- Supporting the OT department with department organization, event planning, recruitment and admissions endeavors, community service, and educational activities.
- Assist the OT Program Director with daily operations, department meetings, account management, program accreditation, academic processes, and program assessment.
- Oversee and manage student workers and Graduate Assistants.
- Assist the OT Clinical Education Team with student onboarding, data entry, contract management in Exxat, and contacting clinical education sites as needed.
- Serve as a liaison between faculty, students, the CSM campus, and our community partners.
- Serve as a member of the campus administrative assistants and secretaries' group.

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: [OT Program Support Specialist](#)

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.