



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 to the Physician Assistant Studies (PAS) Program and Director**

**Are you looking for an opportunity to serve those educating future healthcare practitioners?** If so, our Secretary position might be the right fit for you. The secretary for our PAS program serves as integral member of the department with responsibility for a full range secretarial and miscellaneous support services.

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

- Is familiar with the Microsoft Office suite
- Has the ability to keep, maintain, and organize program records and files
- Has strong verbal and written communication skills

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

- Bachelor's Degree
- At least one year of secretarial work experience

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

- Coordinating the schedule of the Program Director
- Assisting in acquiring, recording, and typing data needed for the program
- Maintaining and organizing program records and files
- Contacting PAS alumni for assessment data
- Becoming familiar with accreditation standards
- Planning and assisting program events
- Preparing invoices for all program accounts
- Assisting with coordinating travel for program faculty and staff

### **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 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 for PAS Secretary](#)

*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.*