



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

This position supports the University by providing a full range of secretarial support services to the Director, faculty and staff in the PAS program.

Essential Functions

- Coordinate schedule of Program Director and manage calendars as required.
- Participate in planning and implementing activities related to faculty (such as in-service).
- Assist in planning and presentation of special events/professional days, i.e. Career Fair, room reservations, program retreats and celebrations.
- Assist in planning and coordinating white coat ceremony.
- Coordinate Advisory Board meetings.
- Record and distribute meeting minutes.
- Assist in acquiring, recording, and typing data needed for accreditation, site visit, and program continuation.
- Assist with hosting site visitors from accrediting agencies.
- Assist in compiling assessment data and contact PAS alumni for assessment data.
- Maintain and organize program records and files.
- Data entry and coordination.
- Order and stock supplies for faculty, lab and desk copies of textbooks.
- Maintain responsibility for confidential and other correspondence letters as needed.
- Prepare invoices and PO(s) for all program accounts. Maintenance of expense reports.
- Coordinate new faculty information, orientation, and offices,

Required Education and Experience

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

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: Secretary to the Physician Assistant Studies \(PAS\) 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.