

COLLEGE OF SAINT MARY

Administrative Assistant, Academic Affairs

Join Our Academic Affairs Team at College of Saint Mary

College of Saint Mary is focused first on students and their excellence, and seeks an Administrative Assistant to support senior leaders and help keep academic affairs running smoothly. This role sits at the intersection of organization, communication, and mission – and it matters.

Are You Someone Who:

- Takes initiative and uses sound judgment to solve problems and keep things moving
- Communicates well and builds strong working relationships across campus
- Stays organized while juggling multiple priorities and deadlines
- Enjoys supporting meaningful work in a collaborative environment

Does Your Education and Experience Include:

- A bachelor's degree
- At least three years of executive administrative assistant experience in higher education or a related field

What You'll Do:

Administrative Support

- Provide direct administrative support to the VPAA and Assistant Deans
- Serve as recording secretary for institutional and division committees
- Support daily administrative functions and key academic affairs initiatives

Operations and Coordination

- Reconcile monthly expenditures and support financial tracking
- Manage personnel files, contracts, onboarding, and monthly payroll reports for adjunct and overload requests in collaboration with Human Resources
- Maintain institutional data in the CSM Data Repository
- Manage division communications and support event planning for graduation and honors

Student and Faculty Support

- Serve as a liaison for faculty, staff, and students in the Office of Academic Affairs
- Support the student academic decision process, including communication related to academic awards, probation, dismissal, and appeals

Why CSM?

- Mission-driven work. You'll be part of a team united by a genuine commitment to serving students and the broader community.
- Great benefits. Full-time employees are eligible for health insurance, paid time off, tuition remission, a 403(b) with an employer match, employee wellness time, and more!

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, Academic Affairs](#)

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