

C O L L E G E O F  
**SAINT MARY**

*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, PAS Program**

**Are you an enthusiastic and dynamic administrative professional?** You might be a perfect fit for our Administrative Assistant for the Physician Assistant Studies Program position. This position serves as an integral member of the department with responsibility for a full range of administrative support services.

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

- Is familiar with Microsoft Office
- Has the ability to keep, maintain, and organize program records and files
- Has strong verbal and written communication skills
- Works well in a team environment

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

- Bachelor's degree
- Two years of administrative assistant work experience

### **Position Responsibilities include:**

- Assisting faculty and staff with various program needs
- Organizing and maintaining program documents
- Assisting with accreditation data
- Planning program events
- Working with accounting for program payments and invoices

### **Reasons to join CSM and the PA Program**

- You would be a part of a Mission-centered team – working together.
- 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.

### **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: [Administrative Assistant, 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.*