



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, Alumni and Donor Relations

Do you want to be part of a mission-driven team? Do you thrive managing a daily task list and feeling a sense of pride when everything is checked off at the end of the day? If so, you might be the perfect fit for the Administrative Assistant position for the Alumni and Donor Relations (ADR) team at College of Saint Mary.

Our idea of a perfect candidate is someone who:

- Is organized and efficient.
- Enjoys a variety of different tasks.
- Embodies CSM's mission and the education and empowerment of women.
- Is a great team player.

Our ideal candidates' education and experience include:

- A Bachelor's degree.
- A minimum of two years' experience as an administrative assistant.

A few of the duties this position is responsible for are:

- Daily processing of all gifts.
- Primary support to the Vice President of Alumni and Donor Relations, and general support to other members of the ADR team.
- Management and coordination of all alumni and donor events.

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!
- Free access to the campus recreation facilities, including a full gym, pool, and walking trail.
- 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, Alumni and Donor Relations](#)

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.