

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, Teacher Education and Paralegal Programs

Are you an enthusiastic and dynamic administrative professional? If so, you might be a perfect fit for our Administrative Assistant position. This position provides administrative support to the Director of Teacher Education and the Director of Paralegal Programs.

Our Idea of a Perfect Candidate Is Someone Who:

- Demonstrates self-direction, motivation, and decision-making skills
- Possesses strong written and verbal communication skills
- Is collaborative, team oriented, and mission driven

Our Ideal Candidate's Education and Experience Include:

- Bachelor's degree and two years' experience as an administrative assistant required.
- Prefer P-12 or higher education experience, along with a valid Nebraska Teaching Certificate

This Position Is Responsible For:

- Composes and sends letters or emails for the directors
- Prepares program directors for the week/day, organizing schedules and needed materials
- Hires, onboards, and provides ongoing leadership of work-study students
- Completes required reports for the state, accreditation, or the college as needed
- Assists with grant work and completing grant reports for NDE and SMART
- Researches programs and partnerships as needed
- Completes data collection for NDE annual reports, budget reports for CSM, Innovation Grant, NDE Teacher Apprenticeship Program, Accreditation Reports
- Refers students as appropriate to faculty/administrators and assists students as needed
- Manages calendars and room reservations for the department
- Oversees meeting and event preparations
- Serves as point of contact for admissions and marketing

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, Teacher Education 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.