

ADMINISTRATIVE ASSISTANT FOR PHYSICIAN ASSISTANT PROGRAM

Brescia University, a small Catholic Liberal Arts University located in Owensboro is searching for a full time Administrative Assistant. Provides administrative support to the developing Physician Assistant (PA) program and will support the PA program and will perform other essential administrative duties to assist the PA Program Director and faculty.

Qualifications are:

- Associate's degree with 3 years of office coordination experience; higher education or medical setting preferred
- Microsoft proficiency
- Strong oral and written communication skills
- Ability to maintain strict confidentiality and comply with the Family Education Rights and Privacy Act (FERPA)

Responsibilities are, but are not limited to:

- Assists PA Program Director with accreditation documentation and visits
- Assists with PA program admission process, including preparation of application materials, scheduling student interviews and maintaining interview documentation
- Ensures classrooms are properly set up for instruction and monitors class attendance
- Collaborate with the Office of Student Success for proctoring of exams

Submit a resume to HR@Brescia.edu or mail to:

Brescia University
PR#24-31
717 Frederica Street
Owensboro, KY 42301

BRESCIA UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER
Diverse candidates urged to apply

This employer participates in the Electronic Employment Verification Program. In compliance with federal law, all persons hired at Brescia University are to verify identity and eligibility to work in the U.S. and to complete the required employment eligibility verification form upon hire