

ASSISTANT TO THE VICE PRESIDENT FOR STUDENT AFFAIRS

Brescia University, a small Catholic Liberal Arts University located in Owensboro is searching for a full time Administrative Assistant. Provides administrative support to the VP Student Affairs/Dean of Students and the Student Affairs Staff. Serves as Student Affairs initial contact for students, faculty, and staff for questions or concerns.

Qualifications are:

- High School graduate or equivalent, Associate degree preferred
- 3 years of experience in office environment with customer service focus
- Microsoft proficiency with emphasis in working with Excel
- Strong oral and written communication skills
- Ability to maintain strict confidentiality and comply with the Family Education Rights and Privacy Act (FERPA)
- Must be a Notary Public or willing to acquire upon hire
- Valid driver's license and insurable by Brescia insurance

Responsibilities are, but are not limited to:

- Provide administrative support to the VP Student Affairs/Dean of Students
- Maintain student affairs files, records and schedules
- Responsible for issuing student, employee and guest ID cards; coordinates ID card access needs with Information Technology, Library, Business Office and Residence Life
- Serve as liaison for non-Brescia events to schedule set-up and campus needs with campus partners
- Plan and coordinate divisional programs and events as directed by VPSA

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

Brescia University
PR#24-43
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