

August 23, 2023

VACANCY ANNOUNCEMENT

ADMINISTRATIVE ASSISTANT

PR # 23-37

Brescia University invites applications for a full time Administrative Assistant in the BUonline, Transfer and Graduate Program office. This position will act as the primary receptionist and will require interaction with the public both in person and on the telephone. The position will be responsible for clerical assistance including, data entry, ordering and tracking student transcript, receipts and compiling admission folders for review.

High School or GED required, Associates Degree and minimum of the three years of experience in office settings preferred. Strong organizational skills, detail-oriented, and confidentially required.

To apply, send cover letter, résumé, salary expectation, three (3) professional references with names, mailing addresses and email addresses (if applicable) to HR@Brescia.edu or mail to:

Brescia University
PR# 23-37
717 Frederica Street
Owensboro, KY 42301

BRESCIA UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER