

VACANCY ANNOUNCEMENT

Administrative Assistant to Vice President for Academic Affairs/Academic Dean

PR # 22-47

Brescia University currently has an opening for a full-time Administrative Assistant to Vice President for Academic Affairs/Academic Dean. Duties include providing assistant to the VPAA and serving as a liaison between the Academic Dean and student, faculty, and staff of the university.

Position requires secretarial or office management experience. Successful candidate must have working knowledge of computers, specifically Microsoft Office Suite software; ability to learn network computerized systems, excellent typing skills; excellent oral and written communication skills; and excellent organizational and interpersonal skills.

Bachelor's degree preferred; Associate's degree required.

Interested applicants may apply by submitting resume including references to HR@Brescia.edu or mail to:

**Human Resources Office
PR#22-47
Brescia University
717 Frederica Street
Owensboro, KY 42301**

Position open until filled.

**BRESCIA UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER
Diverse Candidates Urged to Apply**