

August 25, 2022

# VACANCY ANNOUNCEMENT

## ADMINISTRATIVE ASSISTANT

PR # 22-35

Brescia University invites applications for a part-time entry level Administrative Assistant for the Office of Admissions. Position is approximately 15 hours a week and will reflect the local K-12 academic school calendar.

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 for the Office of Admissions and will coordinate the scheduling for prospective students and their families visiting campus. This will include scheduling appointments with admissions representatives, faculty, coaches, student tour guides, and other administrative offices.

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](mailto:HR@Brescia.edu) or mail to:

Brescia University  
PR# 22-35  
717 Frederica Street  
Owensboro, KY 42301

**BRESCIA UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER**