

December 21, 2022

# **VACANCY ANNOUNCEMENT**

## **ADMINISTRATIVE ASSISTANT**

PR # 22-48

Brescia University invites applications for a full time Administrative Assistant for the BUonline and Transfer Center. This position process student applications, registrations, maintain correspondence flow with prospective students, interact with the public both in person and on the telephone, and directing them to the appropriate person. Administrative Assistant will also provide clerical assistance as need to the Executive Director of Operations for BUonline and Transfer Center.

High School Degree required, Associates degree and minimum of the three years of experience 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# 22-48  
717 Frederica Street  
Owensboro, KY 42301

**BRESCIA UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER**

Diverse Candidates Urged to Apply