

April 27, 2023

## **Human Resource Administrative Assistant**

PR # 23-18

Brescia University invites applications for a part-time Human Resource Administrative Assistant. Start date expected in May with schedule to work 30 hours per week. The Administrative Assistant provides support to the Director of Human Resources in maintaining employee files, assisting in ensuring compliance with federal and state personnel regulations, and with mailroom duties as needed.

Associates Degree preferred. Strong organizational skills, experience in office settings, detailed 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#23-18, 717 Frederica Street, Owensboro, KY 42301