

August 25, 2022

VACANCY ANNOUNCEMENT

Speech-Language Pathology Administrative Assistant

PR # 23-36

Brescia University invites applications for a full-time entry level Administrative Assistant for the Speech Language Pathology.

This position provides support to the Speech-Language Pathology faculty, staff, and students, especially in the areas of office coordination, collection and monitoring of student forms and other data, and faculty/staff assistance.

Associates Degree required and minimum of two years office experience preferred. Strong organizational skills, detail-oriented, and confidentiality 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# 23-36
717 Frederica Street
Owensboro, KY 42301

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