

## **Secretary for International Studies**

St. Bonaventure University seeks to fill the position of full-time secretary for the department of International Studies.

Reporting to the Director of International Studies, job duties include performing general routine and semi-routine secretarial tasks; providing support to the director in day-to-day department operations; maintaining application, acceptance files for study abroad students; preparing rosters for various constituencies; maintaining website content and monitoring advertising for International Studies program.

Candidates must have three (3) years work experience in the secretarial field, experience working with a diverse population preferred; be comfortable with public speaking; and have a valid driver's license. Knowledge of general office practice and procedure, telephone etiquette, and proficient use of Microsoft Office (Word, Excel, Access) and familiarity with website content management a must. Candidate must be able to communicate effectively, both orally and in writing, and to take accurate messages and keep detailed records.

Please send resume and cover letter to the Office of Human Resources, St. Bonaventure, NY 14778. Application review to start immediately; seek to fill the position as soon as possible.  
EOE