

Record's Office Secretary

St. Bonaventure University seeks to fill the position of Record's Office Secretary. This full time position will perform various clerical and data entry duties in support of the Registrar including interaction with students and faculty and the registration process. Successful candidate will have three years computerized, general office experience and the ability to learn to use an integrated database system. Proficiency in responding to inquiries, follow up as well as respect for working in a confidential environment required.

Please send cover letter and resume to the Office of Human Resources, St. Bonaventure, NY 14778. Seek to fill as soon as possible. EOE