

Secretary for Men's Basketball

St. Bonaventure University seeks to fill the position of full-time secretary for the Men's Basketball department.

Reporting to the Men's Head Basketball Coach, some job duties include performing routine secretarial duties; maintaining an annual and daily calendar for the Head coach, assisting with all correspondence, making travel arrangements and scheduling public appearances for the Head coach, maintaining player rosters, and maintaining a database of prospective student-athletes.

Candidates must have three (3) to five (5) years work experience in the secretarial field including transcription skills; office management experience preferred. Flexibility, creativity, problem solving and taking initiative are also important, as is attention to detail. Knowledge of general office practice and procedure and proficient use of Microsoft Word and Excel is 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 and continue until the position is filled. EOE

November 23, 2009