Coastal Bend College is accepting applications for a full-time Administrative Assistant to the Dean of Student Services

Location: Beeville
Salary: Negotiable
Begins: ASAP
Application Deadline: Until Filled
Education: Associate’s Degree
Qualifications: A minimum of (3) years of experience including two years in an executive secretarial administrative assistant position. High level of technological skills including proficiency in word processing, spreadsheets, web design, web development, and strong math skills is preferred. Additional requirements include preference for strong writing skills, and good interpersonal skills or any equivalent combination of training and experience.
Function: Assist the Dean of Student Services with administrative duties relating to budget, student concerns, student outcomes, discipline issues, and all facets of student services. Assumes responsibility for scheduling meetings, preparing conferences, and creating a positive, supportive atmosphere through all contacts made in the College and community while maintaining a high degree of confidentiality.

In order to be considered for this position, your application packet must include the following:

1. A CBC application for employment, completed in its entirety
2. Resume with cover letter (optional)
3. Copies of all required licenses, if applicable
4. Copies of transcripts from all institutions attended

For more information please call 361.354.2224 or email humanresources@coastalbend.edu

Coastal Bend College does not discriminate on the basis of race, creed, color, national origin, gender, age or disability.