

## **Administrative Assistant II**

### **College of Professional and Continuing Studies**

The College of Professional and Continuing Studies is seeking a skilled Administrative Assistant II who is highly motivated and organized, can work in a team environment, is an excellent problem-solver, and can prioritize projects. The primary responsibilities of this position involve supporting the advising and student services functions of the College of Professional and Continuing Studies Dean's Office, as well as providing general administrative assistance.

A minimum of three years administrative experience in higher education or corporate setting is required. The successful candidate should be a detail-oriented person with outstanding interpersonal and communication skills (oral and written); have the ability to maintain confidentiality; and be proficient in Microsoft Office programs and a using multi-line phone system.

Applications will be accepted until the position is filled. Interested applicants should submit a letter of interest, resume and the names of two employment references to:

Jim Rook  
Associate Director of Continuing Studies  
College of Professional and Continuing Studies  
La Salle University  
Philadelphia, PA 19141  
Email: [cpcs@lasalle.edu](mailto:cpcs@lasalle.edu)  
Fax: 215-951-1960

*La Salle University is a Roman Catholic university in the tradition of the De La Salle Christian Brothers and welcomes applicants from all backgrounds who can contribute to our unique educational mission. For a complete mission statement, please visit [www.lasalle.edu](http://www.lasalle.edu). AA/EOE*

