

## Job Posting Form

Date Posted: 8/2/19

Send resume to: Nancy Ehlers, Christ the King Seminary, PO  
Box 607, East Aurora, NY 14052  
or email to nehlrs@cks.edu

Type of Employment: Summer:  Part-Time:  If part-time, # of hours per week \_\_\_\_\_ Full-Time:

Job Title of Open Position: Executive Assistant for Administration

Salary: Commensurate upon experience/education Salary will be:  hourly  other

Employer: Christ the King Seminary Department Administration

Location Address: 711 Knox Road, East Aurora, NY 14052

Employer website: www.cks.edu

### **Brief Job Description**

Handle all correspondence needs and provide administrative support for the President-Rector. Prepare minutes for various meetings. Assist finance office with general bookkeeping tasks and provide administrative support as needed.

### **Qualifications: Required Education/Experience**

- Associate's degree or equivalent in business-related field preferred.

### **Desired Skills**

- Ability to handle multiple projects simultaneously; ability to maintain confidentiality; proficiency with Microsoft Office applications

E.O.E.

How to Apply: By Mail  E-Mail  Fax  as above, no later than August 16, 2019