

JOB VACANCY – Winona, MN

HELP WANTED: ADMINISTRATIVE ASSISTANT

ALUMNAE ASSOCIATION OF THE COLLEGE OF SAINT TERESA

APPLICATION DEADLINE: *JUNE 16th or until position is filled*

The Alumnae Association of the College of Saint Teresa seeks an **Administrative Assistant**. Immediate opening for efficient, organized, self-starter who enjoys a variety of tasks. Full-time hours Monday-Friday; some weekend hours needed throughout the year.

Successful candidate will be computer proficient in MS Office programs. Database programs/MS Access experience preferred, but will train. Must also possess excellent customer service, office management and communication (written & verbal) skills. Responsibilities include but are not limited to accurate records for accounts receivable, inventory, scholarship program, reunion/events planning, accurate data entry and supervision of support staff. Discover more about us at: *www.cstalums.org*

Position offers an hourly wage of **\$ 9.00 per hour** (DOE) with limited benefits (no insurance benefits). Send your resume, cover letter and professional references via **Email to:** colleen@cstalums.org or **Mail to:** Colleen Peplinski, Executive Director, Alumnae of CST, 357 Gould Street, Winona, MN 55987. Questions: call OFFICE at 507.454.2930 or cell 507.429.6784 for details! Application deadline: **JUNE 16th** or until position is filled.