

## **Administrative Assistant for Finance, Administration, and Property Management**

This position reports to the CFO/VP for Finance and Administration and requires exceptional communication and organizational skills, a positive and helpful attitude, and proficiency in various office technologies and software. The ideal candidate will have strong multitasking abilities, be comfortable working with students and staff, and be capable of managing a fast-paced office environment. Key responsibilities include communications, maintaining accurate records, scheduling appointments, and supporting efficient operations of the office.

Additionally, the role involves assisting with projects related to college land and property management, corporate governing documents, policy and procedural manuals, and risk management.

This is a full-time position with paid benefits and requires a background check. Please submit a cover letter and resume to Vicki Wrosch ([hr@cofo.edu](mailto:hr@cofo.edu)) and complete an [application for employment](#). Applications will be considered until the position is filled. Salary commensurate with experience.